



Board of Selectmen Agenda October 27, 2014
OFFICE OF THE BOARD OF SELECTMEN
730 MASSACHUSETTS AVE
ARLINGTON, MA 02476-4908

AGENDA

Monday, October 27, 2014
7:15 PM

1. For Approval: Bond Sale \$12,218,000. General Obligation Bonds
Stephen J. Gilligan, Treasurer
2. Presentation: Solar Installation on Town Property
Ruthy Bennett, Regional Energy Manager & Ameresco Representatives

FOR APPROVAL
3. For Approval: Opening Of Warrant 2015
4. Discuss and Adopt: Draft Selectmen's Handbook, Chapters 1-4
Kevin F. Greeley, Selectmen
5. CONSENT AGENDA
 - a. Minutes of Meetings: September 22, 2014
 - b. Request: Contractor/Drainlayer License
C. M. Conway Construction, Inc., P.O. Box 14, Lynnfield, MA
 - c. Request: Contractor/Drainlayer License
InSite Contracting, Inc., 425 Medford Street, Charlestown, MA
 - d. Request: Permit for Veterans' Day Parade, Tuesday, November 11th
Jeffrey A. Chunglo, Director of Veterans Services
 - e. PUBLIC HEARING: Disposition of 1207 Mass Ave - Public Input

APPOINTMENTS

6. Council on Aging
James Munsey (term to expire 6/30/2017)

LICENSES & PERMITS

7. Request: Transfer of Stock/New Officer & Director/Issuance of Stock
Jun Chen, Director d/b/a Sono Restaurant Inc., 471 Summer Street
8. For Approval: Spy Pond Beer & Wine Change of Hours
Sean Galvin, Owner d/b/a Spy Pond Beer & Wine, 137-137A Massachusetts Ave.

9. CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS/OTHER BUSINESS

10. Proclamation: Arlington Recycles Week & Community Collection Day
Gordon Jamieson, ARC Co-Chair and Charlotte Milan, Recycling Coordinator
11. Commercial Vacancy Trend Report-September 2014
Carol Kowalski, Director of Planning and Ted Fields, Economic Development Planner
12. Update: Economic Development Activities
Carol Kowalski, Director of Planning and Community Development
13. Discussion: Mt. Pleasant Cemtery Parking & Cut Through Traffic
Adam W. Chapdelaine, Town Manager
14. Request: Wellington Street Referral to TAC
Adam W. Chapdelaine, Town Manager

CORRESPONENCE RECEIVED

Xfinity 3D No Longer Available

Comcast Xfinity, Frank Foss, Sr. Manager - Be Rec'd

Digital Speeding Device Request for Forest St./ Brand St.

Cori Gaffney, Forest St. - Be Rec'd

Dept. of Environmental Protection-Grant Award

MassDep Awarded the Town a Sustainable Materials Recovery Program Municipal Grant-Be Rec'd



Town of Arlington, Massachusetts

For Approval: Bond Sale \$12,218,000. General Obligation Bonds

ATTACHMENTS:

Type	Description
Backup Material	capital projects FY2015
Backup Material	BOND MEMO
Backup Material	bond vote



Office of the Treasurer & Collector of Taxes

***Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476***

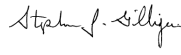
***Telephone Number: 781-316-3031
Facsimile Telephone: 781-316-3039***

**Stephen J. Gilligan
Treasurer & Collector of Taxes**

MEMORANDUM

To: Board of Selectmen:
Mr. Stephen Byrne, Chairman
Mr. Joseph Curro, Vice Chairman
Mr. Kevin F. Greeley
Ms. Diane M. Mahon
Mr. Daniel J. Dunn

Cc: Adam W. Chapdelaine, Town Manager

From: Stephen J. Gilligan, Treasurer & Collector of Taxes 

Date: October 23, 2014

Re: Request Vote of The Board – Authorize \$12,218,000 General Obligation Bonds.

This memorandum requests a vote of the Board of Selectmen to authorize the issuance of \$12,218,000 General Obligation Bonds.

The bonds received seven (7) bids on the sale date of October 15th. The bonds were awarded at coupon rate of 3.12%. The effective Total Interest Cost is 2.11%, given the winning bid included a premium payment of \$1,000,797.92. Upon a vote of the Board, the closing of the bonds will be November 1, 2013.

Prior to the sale, Standard and Poor's Ratings Group affirmed the Town's bond rating of AAA, the highest rating attainable. This is the tenth consecutive bond issue attaining this Triple-A rating since August 2008.

The borrowing appropriation is authorized by vote of the 2014 Annual Town Meeting under Warrant Article #30(3) for Capital Projects in the amount of \$12,588,705. The borrowing is less than the total amount of authorization, given that the Water Meter Replacement Project will involve in-house resources – saving up to \$ 800,000, and further that the Water Facilities and Sewer Facilities projects are eligible for grants and/or loans from the M.W.R.A., potentially eliminating borrowing costs for those projects. The eligible projects are:

- \$800,000 Sewer Facilities: Art. 32 – 2014 ATM
- \$750,000 Water Facilities: Art. 33 – 2014 ATM

The Office of the Treasurer is prepared to expedite a borrowing for these projects should the need arise.

Details of the General Obligation Bonds issued follow:

Capital Projects:

- \$12,218,000 of Capital Projects appropriated by vote under Article 30(3) of the 2014 Annual Town Meeting (ATM), for the following categories:
 - \$6,463,000 Community Safety
 - \$1,252,000 Public Works
 - \$1,200,000 Water Meter Replacements
 - \$ 862,000 Information Technology
 - \$ 592,000 Recreation Department
 - \$ 525,000 School Projects
 - \$ 500,000 Comptroller
 - \$ 175,000 Library Equipment Bonds
 - \$ 120,000 Redevelopment Board
 - \$ 53,000 Treasurer & Collector of Taxes
 - \$ 15,000 Planning & Community Development
- Permanent Financing of Bond Anticipation Note:
 - \$450,000 Fire HQ–Architectural Plans; Voted Art. 33(3) 2013 ATM

Enclosed please find our chart detailing each project with authorization amount, borrowing amount, start and completion dates, spending schedule, and extended useful life as previously voted by the Board.

Thank you.

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen (the “Board”) of the Town of Arlington, Massachusetts (the “Town”), certify that at a meeting of the Board held on October 27, 2014, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board in my custody:

Voted: that the sale of the \$12,218,000 General Obligation Municipal Purpose Loan of 2014 Bonds of the Town dated November 4, 2014 (the “Bonds”), to Morgan Stanley & Co. LLC at the price of \$13,218,797.92 is hereby approved and confirmed. The Bonds shall be payable on November 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2015	\$1,173,000	4.00%	2025	\$420,000	2.00%
2016	1,130,000	4.00	2026	420,000	2.125
2017	1,110,000	4.00	2027	420,000	2.25
2018	1,075,000	4.00	2028	415,000	3.00
2019	960,000	4.00	2029	355,000	3.00
2020	650,000	4.00	2030	355,000	3.00
2021	630,000	4.00	2031	355,000	3.00
2022	625,000	4.00	2032	355,000	3.00
2023	625,000	4.00	2033	355,000	3.00
2024	440,000	4.00	2034	350,000	3.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 7, 2014, and a final Official Statement dated October 15, 2014 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond

counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: October 27, 2014

Clerk of the Board of Selectmen

AM 39229094.1



Town of Arlington, Massachusetts

Presentation: Solar Installation on Town Property

ATTACHMENTS:

Type	Description
 Cover Memo	Memorandum to Board
 Backup Material	Presentation



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Solar PV Installation on Town and School Buildings

Date: October 23, 2014

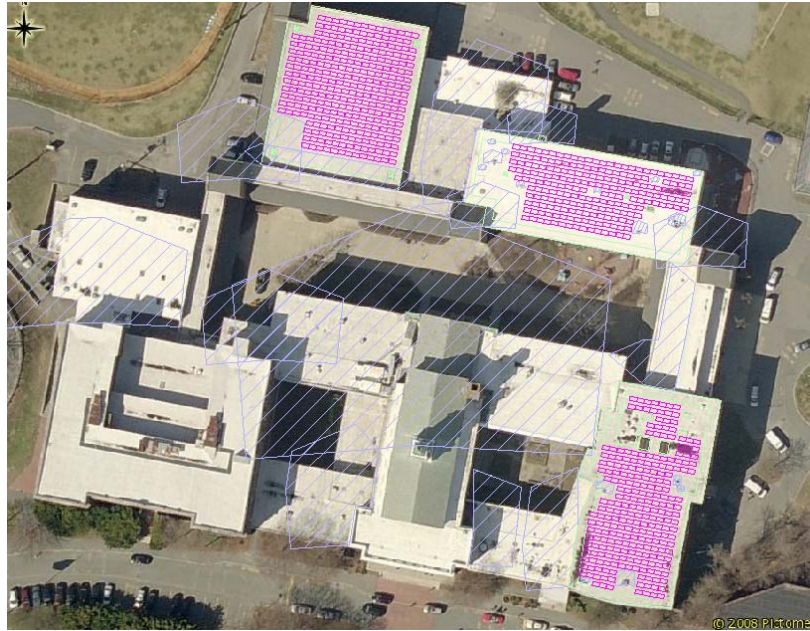
I am writing to preface the presentation that will be delivered to the Board at Monday's meeting in regard to the installation of solar panels on the roofs of various Town and School buildings in Arlington. Through the work of the Regional Energy Manager, Ruthy Bennett, the Town was awarded a grant to hire a technical assistance consultant to aid in the selection of a solar developer. Through that grant, the Town contracted the services of the Cadmus Group to help analyze the proposals of two solar developers that were pre-qualified through regional procurement processes of which the Town was a participant.

That analysis resulted in the selection of Ameresco as the solar developer that the Town would work with. Currently, Ameresco is developing their plan for the installation of solar panels on various buildings, and potentially parking lots. The attached presentation demonstrates a portion of their analysis, and their representatives will be at Monday's meeting to further explain the process that they are following.

Proposed Solar PV Systems: Town of Arlington

School	System Size (kW_dc)	First Year Production (kWh)
Arlington High School	178	206,167
Ottoson Middle School	119	135,660
Stratton Elementary School	84	95,760
Dallin Elementary School	80	92,182
Thompson Elementary School	77	88,500
Peirce Elementary School	52	47,880
Total	592	678,059

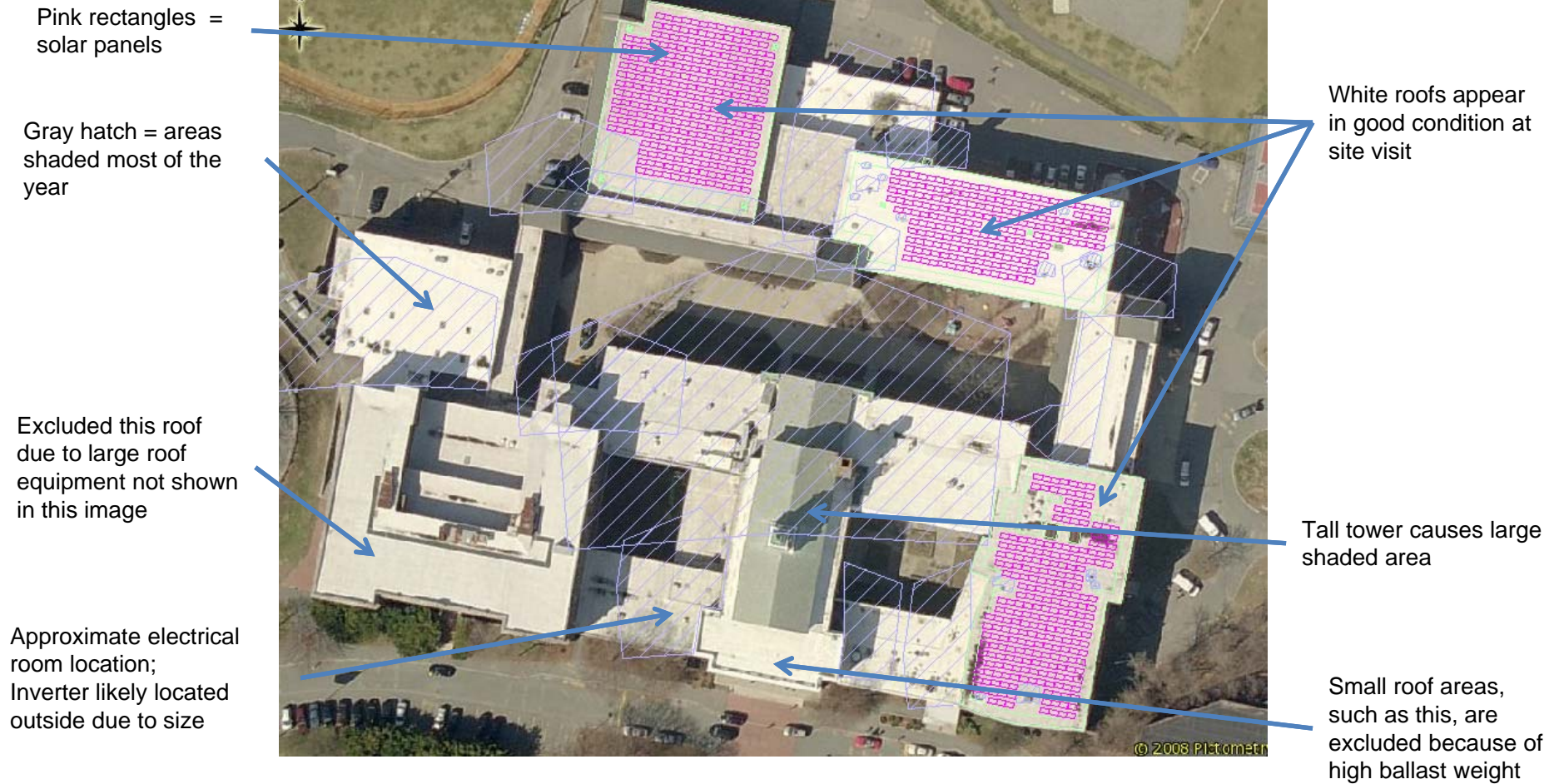
Arlington High School



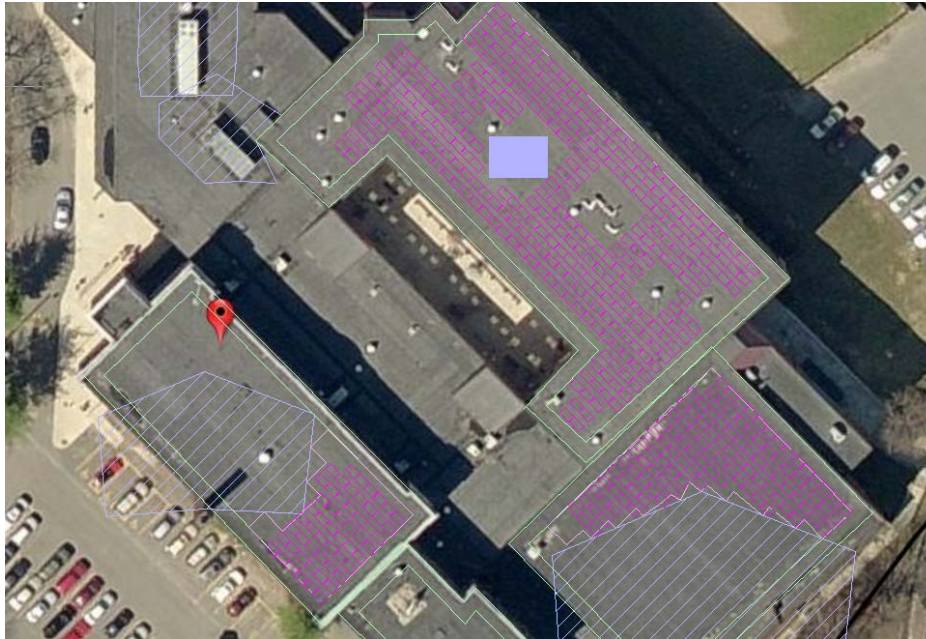
Arlington High School Project Specifics

System Size (kW_dc)	178.5
System Size (kW_ac)	150
First Year Production (kWh)	206,167
Technical Notes	Ballasted Roof-mount; Interconnection behind the customer meter in the main electric room; 10 degree tilt angle; 191 degree azimuth angle

Arlington High School: Design Notes



Ottoson Middle School



Ottoson Middle School Project Specifics

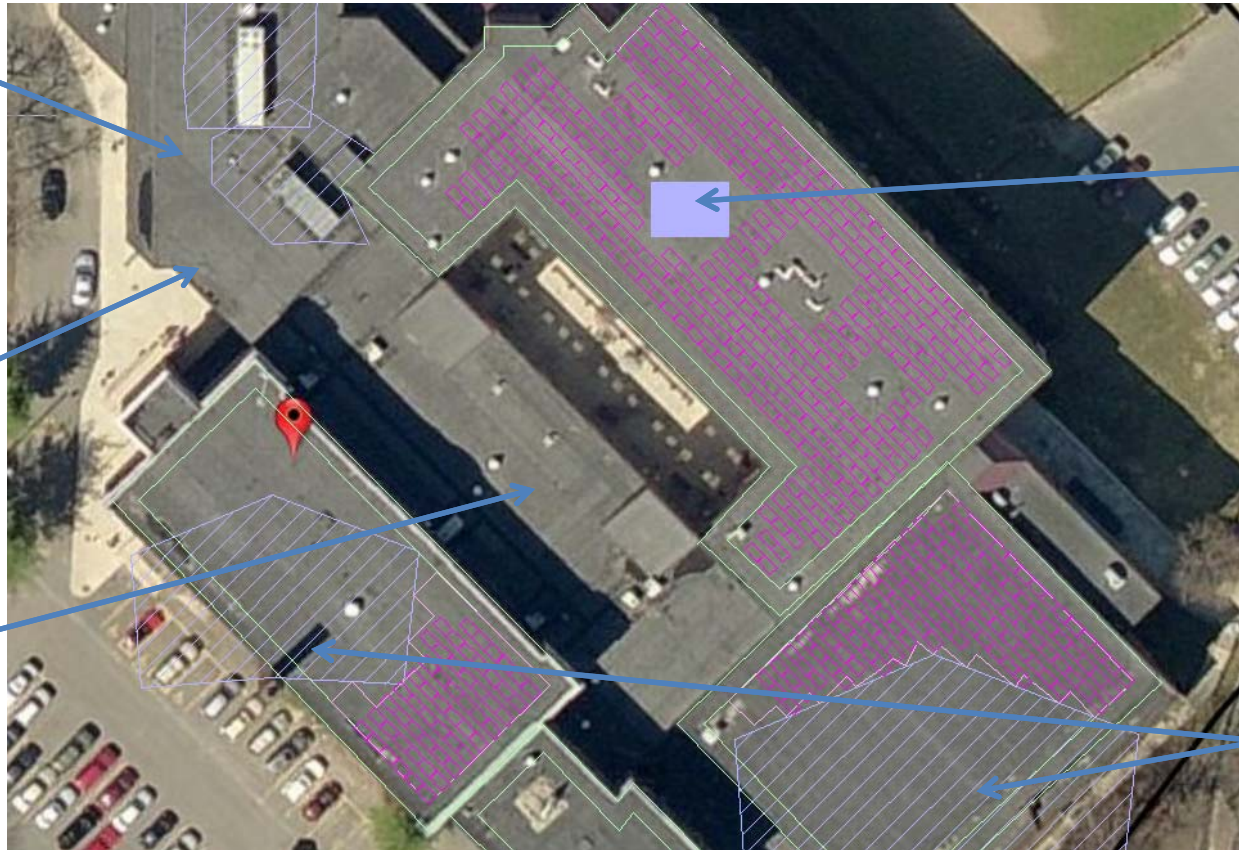
System Size (kW_dc)	119
System Size (kW_ac)	100
First Year Production (kWh)	135,660
Technical Notes	Ballasted Roof-mount; Interconnection behind the customer meter in the main electric room; 10 degree tilt angle; 225 degree azimuth angle

Ottoson Middle School: Design Notes

Roof avoided due to large roof equipment and shading from large trees

Approx. electrical room location; Inverter likely located outside due to size

Lower level is avoided because it will be shaded most of the year



Location of small existing array – can move to be aligned with larger array or build around it

Shading from large smoke stacks

Stratton Elementary School



Stratton Elementary School Project Specifics

System Size (kW_dc)	84
System Size (kW_ac)	65
First Year Production (kWh)	95,760
Technical Notes	Ballasted Roof-mount; Interconnection behind the customer meter in the main electric room; 10 degree tilt angle; 215 degree azimuth angle

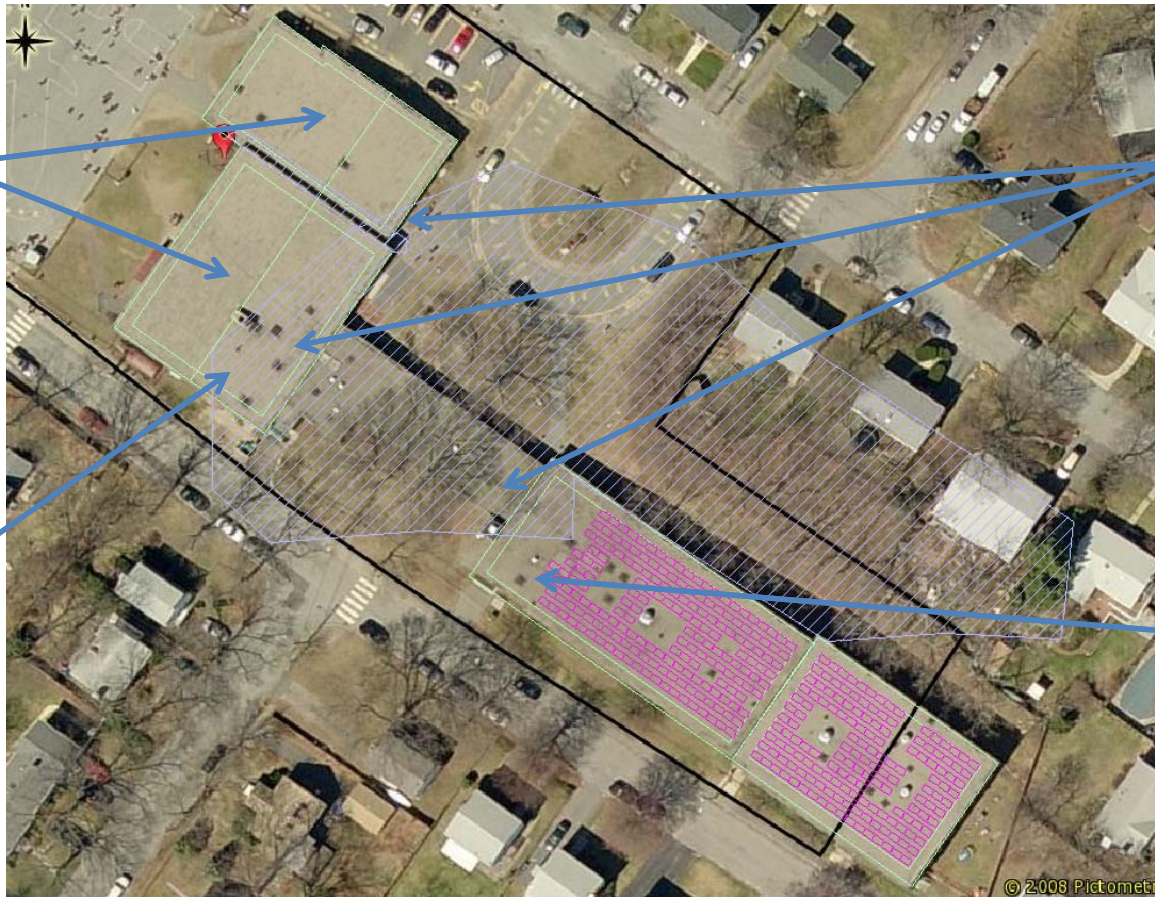
Stratton Elementary School: Design Notes

Avoided areas due to north-facing pitch; custom racking is an option but costly

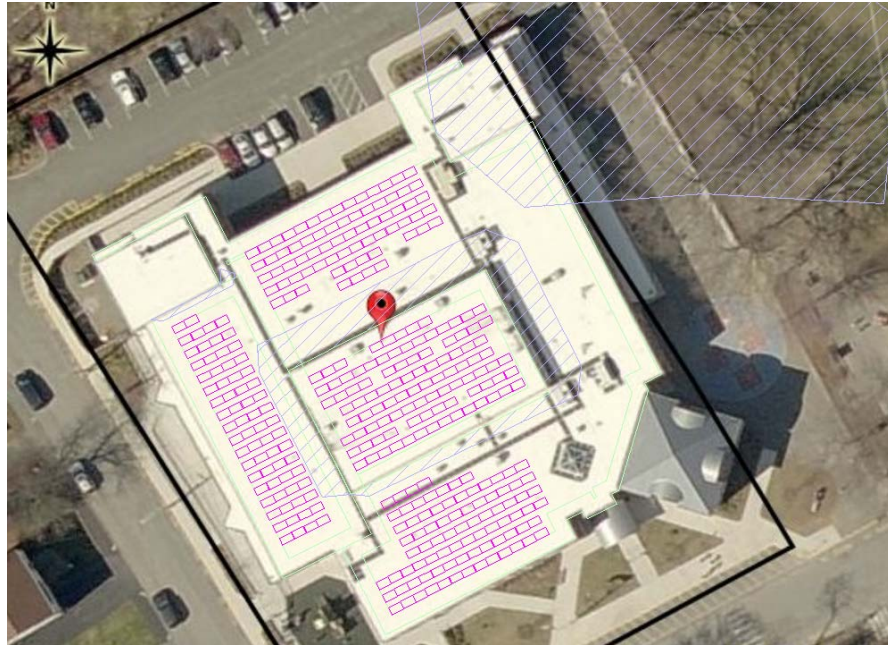
Approx. electrical room location; Inverter likely located outside due to size

Shading from nearby trees reduces suitable area

Gravel roof causes no concerns



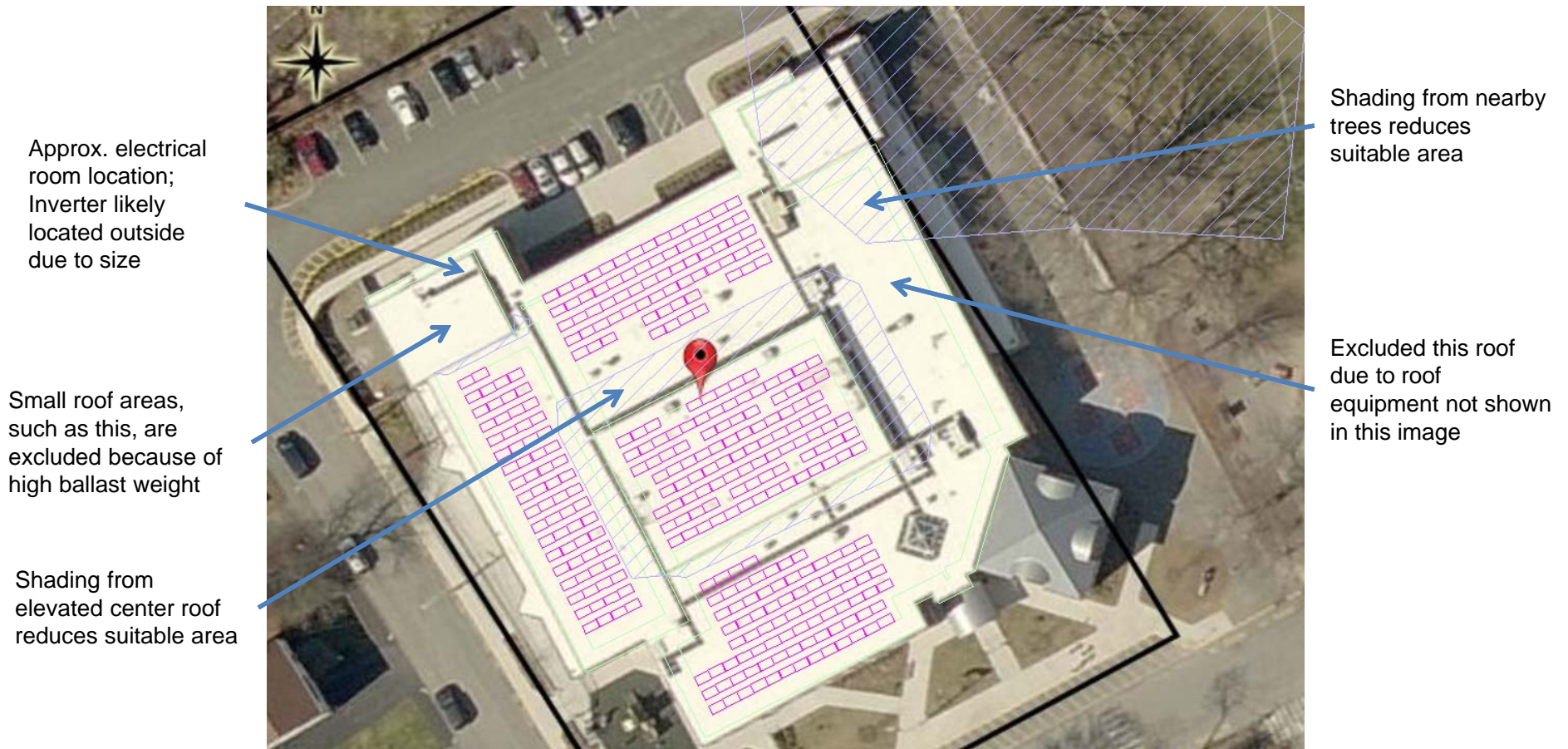
Dallin Elementary School



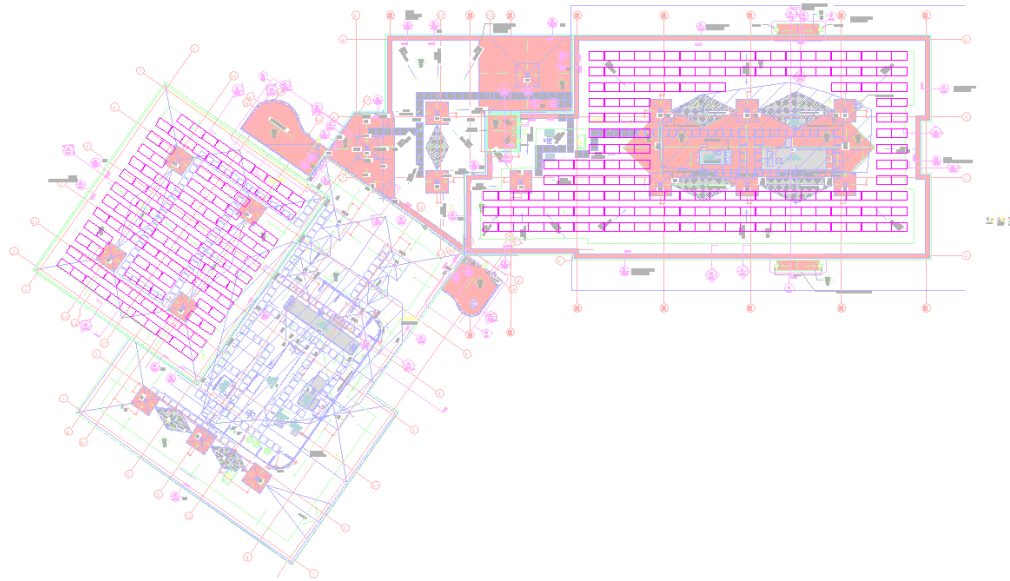
Dallin Elementary School Project Specifics

System Size (kW_dc)	80.5
System Size (kW_ac)	60
First Year Production (kWh)	92,172
Technical Notes	Ballasted Roof-mount; Interconnection behind the customer meter in the main electric room; 10 degree tilt angle; 153 degree azimuth angle

Dallin Elementary School: Design Notes



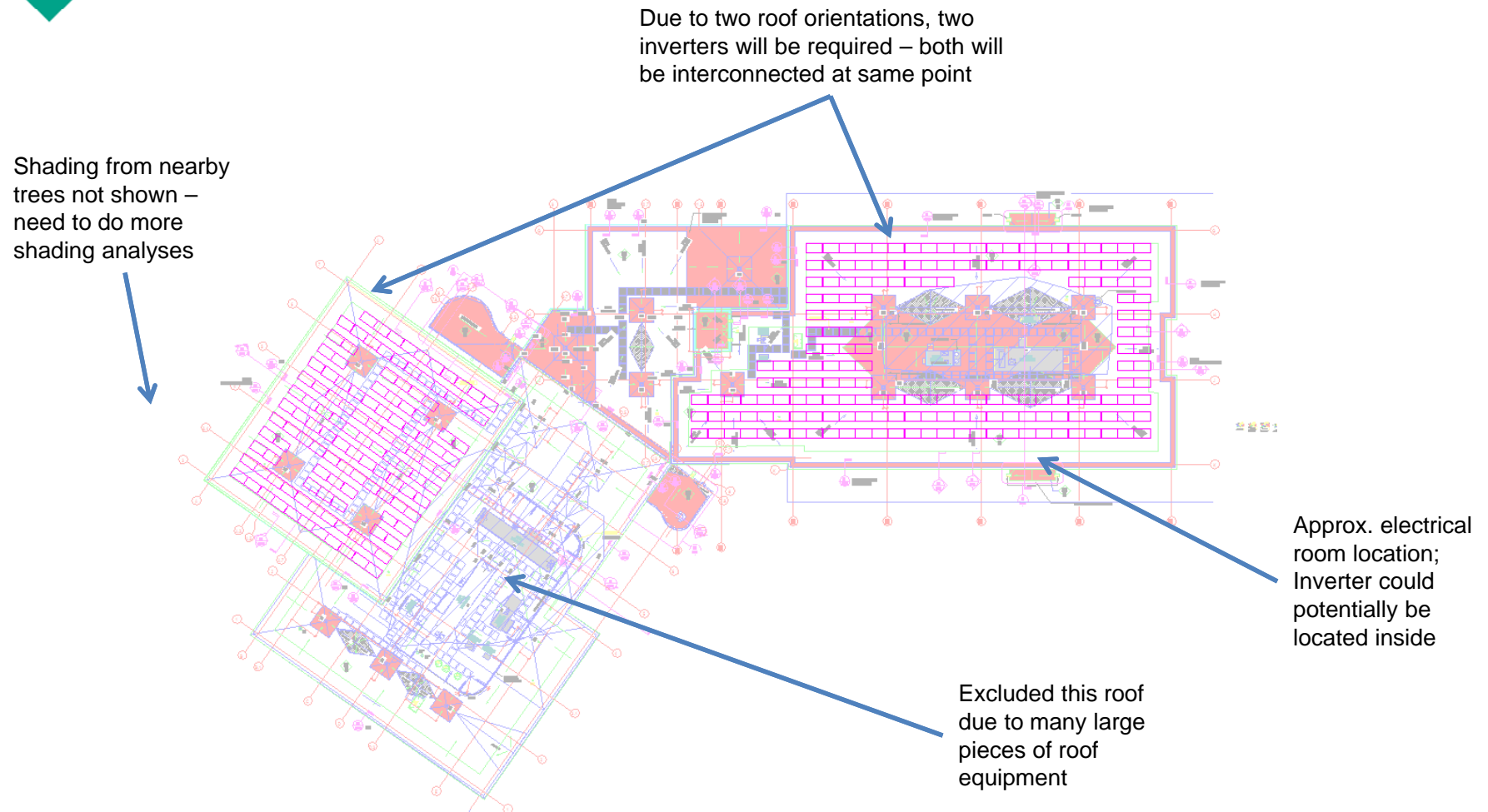
Thompson Elementary School



Thompson Elementary School Project Specifics

System Size (kW_dc)	77
System Size (kW_ac)	53
First Year Production (kWh)	88,500
Technical Notes	Ballasted Roof-mount; Interconnection behind the customer meter in the main electric room; 10 degree tilt angle; 180 & 216 degree azimuth angles,

Thompson Elementary School: Design Notes



Peirce Elementary School



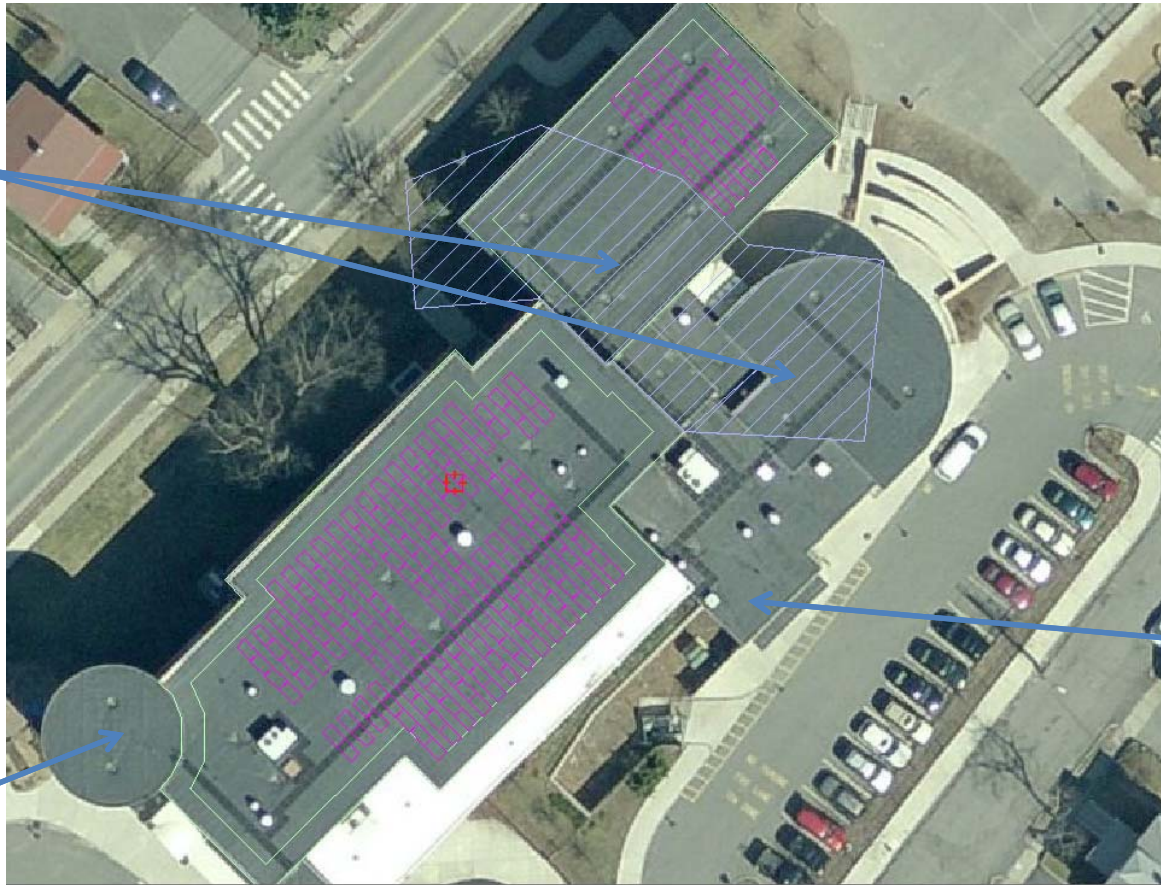
Peirce Elementary School Project Specifics

System Size (kW_dc)	52.5
System Size (kW_ac)	40
First Year Production (kWh)	59,850
Technical Notes	Ballasted Roof-mount; Interconnection behind the customer meter in the main electric room; 10 degree tilt angle; 225 degree azimuth angle

Pierce Elementary School: Design Notes

Shading from higher roof level reduces suitable area

Small roof areas, such as this, are excluded because of high ballast weight



Approx. electrical room location; Inverter could potentially be located inside

Other Arlington Sites Screened

The following sites were screened by Ameresco using Satellite imagery, but are not suitable due to small system size:

Facility	Estimated System Size (kW_dc)
Brackett Elementary School	30
Hardy Elementary School	30
Former Gibbs School	25
DPW Administration Building	10



Town of Arlington, Massachusetts

For Approval: Opening Of Warrant 2015

ATTACHMENTS:

Type

Description

Backup Material

Opening of Warrant for Annual Town Meeting
2015

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

OPENING OF WARRANT FOR ANNUAL TOWN MEETING

At their meeting of Monday October 27, 2014 at 7:15 p.m. the Selectmen voted to open the Warrant for the Annual Town Meeting. The Annual Town Meeting will take place on Monday, April 27, 2015 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Tuesday, December 2, 2014 at 8:00 a.m. and will remain open until 12:00/Noon on Friday, January 30, 2015.

_____	SELECTMEN
_____	OF THE
_____	TOWN
_____	OF
_____	ARLINGTON

A true copy.
Attest:

Constable, Town of Arlington

Date: _____



Town of Arlington, Massachusetts

Discuss and Adopt: Draft Selectmen's Handbook, Chapters 1-4

ATTACHMENTS:

Type	Description
 Backup Material	draft handbook chpts. 1-4



TOWN OF ARLINGTON

BOARD OF SELECTMEN

SELECTMEN'S HANDBOOK: POLICIES & PROCEDURES

September 2014 Draft

1. Introduction & Board History

This handbook is to serve as a resource for the Board of Selectmen, other officials and agencies of Town of Arlington government, and the public by setting forth the Board's basic functions, policies, and procedures. Companion policies, including those pertaining to permits and licenses are codified elsewhere in the interests of allowing this handbook to be an efficient foundation for consistent, transparent, and effective Board administration. In short, this document provides:

- Reference material for presently serving members of the Board on significant policies and procedures;
- Guidance for citizens and Town employees on Board policies, and procedures;
- Education for new Board members in the interests of continuity of effective Board governance; and

- Serve as a model of policies and procedure for other boards and communities.

Overview

In Arlington the number of Selectmen is determined by the Town Manager Act, Chapter 503 of the Acts of 1952 as amended. Hence, the Board of Selectmen is comprised of five elected residents who serve three-year terms. They are elected on the following cycle:

Two are elected one year;

Two are elected the following year; and

One is elected in the third year of a given Board election cycle.

Town Manager Act §3

The primary duties and responsibilities of the Board are described in Part 2 herein.

History of the Board

****TO BE DEVELOPED AND
INSERTED BY MR. RICHARD
DUFFY****

2. Powers, Duties & Responsibilities

The primary sources of Board of Selectmen authority are:

- Massachusetts General Laws and Special Acts;¹
- The Town Manager Act; and
- Town of Arlington By-Laws.

Within the Town Manager Act and the Town By-laws, the following non-exhaustive provisions are particularly critical in establishing the parameters of the Board's powers:

- "The Selectmen shall have the general direction and management of the property

and affairs of the Town in all matters not otherwise provided for, so far as permitted by law."

Town By-Laws Art. 2 § 1

- The Selectmen appoint the Town Manager, the Comptroller, the Board Administrator, the Registrar of Voters (except the Town Clerk), the Zoning Board of Appeals, select advisory committees, and election officers; and further, confirm a host of appointments by the Town Manager.

Town Manager Act §§4, 11,
passim

¹ More than 700 statutes and Special Acts define the powers and duties of Selectmen including the Town Manager Act.

- The Selectmen shall open the annual Warrant and call Town Meetings and Special Town Meetings and make recommendations regarding articles under same. Members of the Board also possess the privilege of recognition at any Town Meeting regardless of whether or not they are Town Meeting members.

Town By-Laws Art. 1 §2
Art. 2 §4;

- The Board's financial responsibilities include, in conjunction with the Town Manager, reviewing Town budgets to provide annual recommendations to the Finance Committee; as well as dispersing federal Community Development Block Grant monies in conjunction with the Town Manager.

Town Manager Act §32

- The Selectmen, in conjunction with the Town Clerk, have the duty to call and administer Town elections consistent with the requirements of the General Laws.

Town By-Laws Art. 1 §1;
Town Manager Act §45

Accordingly, in conjunction with the General Laws, the Board possesses the following duties and responsibilities:

- ❖ Adopting Town policies and holding hearings on important Town issues;
- ❖ Working collaboratively with the Town Manager, Finance Committee and Budget Revenue Task Force in reviewing and setting fiscal guidelines for the annual operating budget and capital improvements program;
- ❖ Determining CDBG grant disbursements;
- ❖ Issuing Town Meeting warrants;
- ❖ Appointing the Town Manager and reviewing the performance of the Town Manager;

- ❖ Approving the Town Manager's appointments of most official boards and commissions;
- ❖ Exercise jurisdiction over public and private ways under the Town By-Laws;
- ❖ Oversee traffic and parking matters;
- ❖ Serve as the Licensing Board responsible for issuing and renewing licenses for the following categories:
 - common victualler,
 - food vendor,
 - alcohol,
 - lodging houses/inn keeper,
 - class I and II,
 - second hand dealer,
 - hackney,
 - public entertainment,
 - automatic amusement, and
 - contractor drain layer;

Serve as the permitting authority for the following categories:

- parking permit exceptions,
- block party,
- street performer, and special events.

Additionally, as outlined in the General Laws and the Town Manager Act, the Board also possesses the duties and responsibilities of the following:

- Licensing Board,
- Cable Commissioners,
- Water Commissioners,
- Highway Commissioners,
- Sewer Commissioners,
- Election Commissioners, and
- Parking Commissioners.

The above lists of powers, duties, and responsibilities do not present a complete detailing of the Board of Selectmen's role in Arlington's government, nor does it serve as a

statement of limitations on a specific Board's vision and operation. Rather, this section enumerates the major categories of Selectmen duties and powers, as well as specific, common areas where the Board exercises its authority in the discharge of its duties.

Each year, a given Board will both proactively and responsively address the new needs of the Town within its authority. For an understanding of the short and long-term vision and self-

assessments of any given Board one should consult the most recent Board of Selectmen Goals. Each year, the Selectmen revisit, renew, and revise their collective goals and objectives for the coming year in conjunction with the Town Manager. However, absent a change in law, the Selectmen's powers, duties, and responsibilities remain as enumerated herein.

3. Selectmen Code of Conduct

IT is the long standing intention and tradition of the Board of Selectmen to act as a single body in the best interests of the people of the Town of Arlington, and to maintain a civil decorum becoming of the citizenry the Selectmen serve. Even as individual members may passionately disagree with one another, members of the public, or Town employees, engaging in lively discourse, the Board of Selectmen shall endeavor to conduct itself as a whole in the most professional of manners. To that end, the Selectmen pledge their commitment to the following

self-enforced code of conduct developed by the Massachusetts Municipal Association and modified for Arlington's governance.

A. Board-Community Relations.

A member of the Board of Selectmen, in relation to his or her community shall:

1. Conduct him or herself with the understanding that his or her basic function is to make policy. Implementation and

administration is invested in the Town Manager by the Town Manager Act;

2. Maintain the perspective of being part of one larger political body, appropriately respecting collective Board decisions and policies ;
3. Be well informed concerning the duties of a Board member on both local and state levels;
4. Remember that he or she represents the entire community at all times;
5. Be mindful that a member is privileged to serve, requiring selfless service that does not yield inappropriate personal benefits based on his or her work as a Selectman; and
6. Adhere to the ethical rules and guidelines established by the State, refraining from use of status or power to obtain improper benefits for themselves or others.

B. Board-Manager Relations.

Each Selectman, in relation to the appointed Town Manager shall:

1. Endeavor to establish sound, clearly defined policies that will direct and support the Town Manager in the administration of the Town;
2. Provide the Town Manager full discretion for discharging his or her duties;
3. Recognize and support the administrative chain of command, reporting citizen complaints to the Town Manager;
4. Refrain from instructing Town Department heads;
5. Exercise good judgment in contacting Town personnel supervised by the Town Manager. Questions and/or requests for information or assistance on matters of policy under the Board's jurisdiction should be directed to the Town Manager, Town Counsel, or Department heads with the Town Managers knowledge.

C. Internal Board Relations

A member of the Board of Selectmen, in his or her relations with fellow Board members, should:

1. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings;
2. Refrain from public statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to fully vet the issue during a Board meeting;
3. Make decisions only after all facts on a question have been presented and discussed;
4. Uphold the intent of executive session and respect the privileged communication that exists in executive session;
5. Refrain from communicating the position of the Board of Selectmen to anyone unless the full Board has previously agreed on both the position and the language of the statement conveying the position;

6. Treat with respect the rights of all members of the Board despite differences of opinion; and

7. Afford members of the Board the opportunity to speak on matters in Board meetings and hearings without interruption.

D. Board-Town Staff Relations.

A member of the Board of Selectmen, in his or her relations with Town staff, should:

1. Treat all staff as professionals that respects the abilities, experience, and dignity of each individual;
2. Exercise caution and discretion in public criticism of any individual Town employee. Member concerns about performance of staff reporting to the Town Manager should, under ordinary circumstances only be articulated to the Town Manager, or, in limited circumstances, other appropriate Town personnel,

such as Town Counsel and Department heads.

3. Keep requests for staff support to a minimum wherever possible, and insure that all requests go through the Town Manager's Office or between such office and the Office of the Board of Selectmen.
4. To the extent practicable, insure that any materials or information provided to an individual member from a staff member be made available to all Selectmen.

As a final matter each Selectman as an elected official, has an individual and specific series of ethical obligations under Massachusetts' "Conflict of Interest" statute, G.L. c. 268A, as well as Office of Campaign and Political Finance regulations. Moreover, the Board has obligations as a body to abide by a number of other important laws and regulations reflecting on its conduct, including, but not limited to, the Open Meeting Law and Public Records Laws. Both Members as individuals and the Board as a whole must be especially mindful of these obligations in addition to its self-enforced code of conduct.

4. Board Election of Officers, Employee Hiring & Appointments to Committees

The Board of Selectmen is responsible for hiring a variety of Town employees including the Town Manager, making or confirming appointees to Town Committees, and its own internal election of officers.

A. Board Officers & Elections

The officers of the Board of Selectmen shall be Chairman and Vice-Chairman elected annually from its members, and shall each serve a term of one (1) year. The Board Administrator, discussed in further detail below, serves as Chairman *pro temp* for administrative purposes only until a Chairman is elected, calling for an organizational meeting on the Monday immediately following the annual Town Election. All five (5) members must be present to hold the annual Board election, and the process shall begin by asking members of the Board for nominations for Chairman.

❖ Chairman

Following nomination, an individual member of the Board receiving three (3) or more contemporaneous votes, however achieved, will be named Chairman. Upon election, the Chairman of the Board's duties shall be as follows:

- Preside at all meetings of the Board;
- Act as liaison between Board of Selectmen staff, including the Board Administrator;
- Represent the Board at meetings, conferences, and other gatherings;
- Creates and reviews Board agendas in concert with Board of Selectmen staff, and in consultation with the Town Manager;
- Arranges orientation for new Board members;

- Serves as the spokesman of the Board at Town Meetings and presents the Board's position on Warrant Articles with recommended action voted in the majority.

It should further be noted that the function of the Chairman is to convey the Board's considered position on any matter on which he or she represents the Board and to direct the conduct of the meetings so that the Board's business is properly and efficiently dispatched.

❖ **Vice Chairman**

Following his or her election, the Chairman conducts the election for the Vice-Chairman, receiving nominations and conducting votes. The member receiving three (3) or more contemporaneous votes shall be elected Vice-Chairman.

Upon election, the duties of the Vice-Chairman shall be all the duties of the Chairman in his or her absence, or as requested by the Chairman.

❖ **Seniority & Proceedings in the Absence of Board Officers**

Seniority of Board members is determined by total length of service.

Seniority in the instance of two individuals being elected at the same time and having served the same number of total terms is determined by vote of the Board.

In any Board of Selectmen proceeding conducted in the absence of the elected Chairman and the Vice Chairman, the most senior member of the Board in attendance shall preside as acting Chairman.

❖ **Removal & Vacancy of Board Officers**

The Chairman and the Vice-Chairman serve at the pleasure of the Board. As such, either may be removed from such position with a majority vote of the Board. If either the Chairman or the Vice Chairman is removed from office or resign their office, the Board will conduct another organizational meeting. The Chairman conducts an organizational meeting to replace the Vice-Chairman and the Vice-Chairman conducts an organizational meeting to replace the Chairman.

In the event of a vacancy of an office created by a vacancy on the Board itself, the minimum number of members to conduct an organizational meeting will be however many

members of the Board remain in service, with three (3) being the minimum number for a quorum.

❖ **Board Tradition on Elections**

While not a binding policy, it has been the tradition of the Board to appoint as Chairman and Vice-Chairman the two (2) individual Board members who would be up for re-election in the next regularly scheduled election cycle. Traditionally, of these two members, the individual with the most seniority on the Board has served as Chairman and the other as Vice-Chairman, except in the case where the senior member had already served as Chairman, in which case the junior member served in the Chairman or the Vice Chairman office. Whenever both members continued to serve concurrently – in three (3) years the roles were reversed.

Further, it is also the Board's tradition, that when applicable, each member of the Board has served as Chairman at least once every six years. In the case of the member that runs alone, every three (3) years, the Board has elected that individual as Chairman. One of the two (2)

members who would be up for re-election in the Spring has been voted as Vice-Chairman. In the one instance where two (2) individuals were newly elected to the Board, neither had seniority and the Board followed the nominating and election process outside of the aforementioned tradition.

B. Board Vacancies

Pursuant to §3 of the Town Manager Act, when a vacancy occurs in the actual membership of the Board of Selectmen (as opposed to vacancy of the offices of Chair or Vice Chair), for any reason other than the expiration of a term, the remaining selectmen and the moderator, within thirty days after such vacancy occurs, shall appoint another selectman to fill the vacancy until the next Town election, at which the voters shall elect a selectman for the remainder of the unexpired term. A majority of the ballots of the officers entitled to vote shall be necessary to such appointment.

C. Board Employees

The Board of Selectmen is responsible for hiring and supervising the following Town Employees:

- Town Manager;
- Town Comptroller;
- Office of the Board of Selectmen staff, including the Board Administrator;
- Zoning Board of Appeals Administrator; and
- Parking Clerk.

A current job description for each of the above positions is annexed to the Handbook in Appendix Section A-1. While the hiring and supervision of all Board appointed Town Employees is firmly vested within the Board, the Selectmen as a body may utilize the professional expertise and resources of the Town Human Resources Director.

C-1. Appointment of the Town Manager

The Board shall appoint the Town Manager in accordance with the Town Manager Act and will endeavor to utilize the best current practices to provide for the search for, and recruitment of Town Manager candidates.

The Board shall set the Town Manager's compensation and other material conditions of employment they deem appropriate by written contract, so long as such terms and conditions shall not be in conflict with the Town Manager Act.

D. Statutory Direct Board Appointments

In accordance with §4 of the Town Manager Act and Massachusetts General Laws, the Board is vested with the authority and responsibility to directly appoint a variety of Town officials in varying contexts in part-time or seasonal capacities, traditionally considered distinct from other Board or Town Employees. It is the policy of the Board to appoint qualified citizens representative of the Town's population to the extent possible.

A non-exhaustive list of significant Board direct appointees includes the following:

- Registrars of Voters (the Town Clerk who also serves as a Registrar, but is not appointed);
- Election Officers for the Town's 21 Precincts, including a Warden, Deputy Warden,

Clerk, Deputy Clerk, Inspectors, and other officers as required;

- Zoning Board of Appeals, both members and associate members;
- Public Memorial Committee members; and
- Certain Special Police Officers as appropriate.

Further information on each of the aforementioned statutorily authorized direct appointments may be found in Appendix Section A-2.

Town residents, private groups, and/or Town Committees, Boards, and Commissions are all welcomed to request a specific appointment before the Board, but should make such requests in writing to the Office of the Board of Selectmen setting forth the bases for such requested appointment with supporting materials, and prepare to attend a Board meeting to discuss their request. Further information on requests to the Board may be found in the sections of this document discussing agendas of the Board.

D-1. Re-Appointments of Direct Appointees and Holdover Appointees.

The Board, through its Office shall endeavor to notify in writing any presently serving direct appointees of the Board in advance of the expiration of their term of appointment. After receiving such notice, appointees are encouraged, though not required to promptly submit any information to the Board that would assist the Selectmen in determining whether re-appointment should be made or the body should seek other candidates in advance of the expiration of the relevant term.

In the event that an appointee has not resigned, been reappointed or replaced by a new appointee by the date of the expiration of his or her term, such person will be considered a holdover appointee. A holdover appointee shall continue to serve in such appointment with all the duties and responsibilities of such position remaining, but is subject to removal at anytime by vote of the Board.

E. Creation of and Appointments to Committees of the Board of Selectmen

In addition to specific statutorily authorized appointments, the Board may, from time to time create committees, subcommittees, and working groups that report directly to the Board for the purpose of advising the Selectmen on specific issues. These bodies are not authorized to create or establish policy. Rather, the Board charges such bodies, specifically and/or generally with advising the Board either orally or in writing, and then acts upon recommendations of such bodies.

Hence, it remains the Board's ultimate responsibility to discharge their obligations with respect to any matter referred to a committee or working group of the Board.

Moreover, work for or membership on such committees of the Board shall not be considered a "town office" for the purposes of the Town Manager Act. As such bodies do not possess authority independent of the Board, any Selectmen's membership and participation on such committees or working groups of the Board is not construed to constitute the holding of multiple offices under §9 of the Town Manager Act.

F. Confirmation of Appointments by Other

Town Officials

F-1. Town Manager Appointees

In accordance with the Town Manager Act, Massachusetts General Laws, and Town Bylaws, the Town Manager makes appointments to certain Boards, Committees and Commissions subject to the confirmation of the Board of Selectmen, including, but not limited to the following:

- Arlington Redevelopment Board;
- Board of Health;
- Parks and Recreation Commission;
- Board of Cemetery Commissioners;
- Board of Library Trustees;
- Board of Commissioners of Trust Funds;
- Tree Warden;
- Historical Commission;
- Conservation Commission;
- Board of Directors of Youth Services;
- Council on Aging;

- Arlington Human Rights Commission; and
- Arlington Committee on Arts and Culture.

In the interests of efficiency and providing the public the opportunity to provide effective input, for each appointment by the Town Manager to be confirmed by the Board of Selectmen, the Board requests the Town Manager proceed as follows:

1. Submit pertinent information about the any appointments due to expire within sixty (60) days of such expirations;
2. Once a potential appointee has been identified, the Town Manager shall submit a letter of intent to the Board regarding any intended appointee as soon as possible in advance of the next regularly scheduled Board meeting; and
3. A letter requesting confirmation of an appointee will be submitted at the next regularly scheduled meeting following the letter of intent.

F-2. Treasurer Appointments

The Town Treasurer is authorized to appoint an “Assistant Treasurer,” subject to confirmation by the Board of Selectmen. G.L. c. 41 §39A. While the Assistant Treasurer is a Town Employee, for any such appointment, the Town Treasurer is requested to follow the same procedure outline for Town Manager appointments above.



Town of Arlington, Massachusetts

Minutes of Meetings: September 22, 2014

ATTACHMENTS:

Type	Description
 Backup Material	draft minutes 9/22/14

**Board of Selectmen
Meeting Minutes-Draft
Monday, September 22, 2014
7:15 PM**

Present: Mr. Byrne, Chair, Mr. Curro, Vice Chair, Mr. Greeley, Mrs. Mahon and Mr. Dunn
Also present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan

1. Introduction of Management Analyst - Eve Margolis
Adam W. Chapdelaine, Town Manager
The Selectmen welcomed Ms. Margolis to the Town.
 2. CONSENT AGENDA
 - a. Minutes of Meetings: August 18, 2014; September 8, 2014
Mrs. Mahon moved approval of the August 18, 2014 minutes. SO VOTED (4-0-1)
Mr. Byrne abstained.
Mrs. Mahon moved approval of the September 8, 2014 minutes. SO VOTED (4-0-1)
Mr. Greeley abstained.
 - b. Appointments of New Election Workers: (1) Caitlin Buckley, 41 Oldham Road, U, Pct. 11; (2) Robert F. Buckley, 112 Newland Road, D, Pct. 11; (3) Margaret Reiners, 68 Claremont Avenue, D, Pct. 6
 - c. Request: Contractor/Drainlayer License
G. Gullage Excavating, LLC, 150 Andover Road, Billerica, MA
 - d. Request: Contractor/Drainlayer License
NPD Construction Corporation, P.O. Box 551, Woburn, MA
 - e. Request: Contractor/Drainlayer License
Perennial Landscape Corporation, 22 Torrice Drive, Woburn, MA
 - f. Request: Contractor/Drainlayer License
Sean Farrell Excavation, Inc., 53 Gilbert Street, Quincy, MA
 - g. Request: One Day Beer & Wine License, 9/29/14 @ Robbins Memorial Town Hall Auditorium for Charles H. Lyons Dedication - Selectmen's Hearing Room
Board of Selectmen/Town Hall Events
 - h. Request: One Day Beer & Wine License, 10/11/14 @ Robbins Memorial Town Hall Auditorium for AHS Class of 1964 50th Reunion
Pat Scully, Committee Co-Chairman
 - i. Request: One Day All Alcohol License, 10/18/14 @ Arlington Catholic High School for 'That 70's Reunion'
Lee-Ann Pepicelli-Murray, Development Coordinator, ACHS
 - j. Request: One Day Beer & Wine License, 10/23/14 @ Masonic Hall, 19 Adademy Street for the Arlington Chamber of Commerce Recognition Banquet
Jenn Tripp, Chamber Executive Director
 - k. Request: One Day Beer & Wine License, 10/24/14 @ Robbins Memorial Town Hall Auditorium for '4th Annual Out on the Town Gala' to Support the Arlington Youth Counseling Center
Colleen Leger, Arlington Health and Human Services Charitable Corp.
- Mr. Dunn moved approval. SO VOTED (5-0)

PUBLIC HEARINGS

3. NSTAR Petition/Maple Street-75 Broadway
Richard Schifone, Supervisor Rights and Permits; (all abutters notified)
Mrs. Mahon moved approval. SO VOTED (5-0)

APPOINTMENTS

4. Transportation Advisory Committee
Melissa M. Laube (term to expire 12/31/2015)
Mr. Greeley moved approval. SO VOTED (5-0)

LICENSES & PERMITS

5. Request: Common Victualler License (tabled from 9.8.14 meeting)
Lisa's Family Pizzeria, 1345 Massachusetts Avenue, Antonio J. Pizzeria
Withdrawn by applicant.
6. Request: Beer & Wine License (transfer)
Szechuan's Dumpling, 1360 Massachusetts Avenue, Lisa Yee
Mr. Greeley moved approval subject to conditions set forth. SO VOTED (5-0)

7. CITIZENS OPEN FORUM

There were no matters presented for consideration of the Board.

TRAFFIC RULES & ORDERS/OTHER BUSINESS

- 8.(a) Discussion: Parking Concerns for Attendees of Mad in America International Film Festival, 10/ 9 – 10/ 12;
(b) Request: Two One Day Beer & Wine Licenses: 10/9/14 @ Regent Theatre for Film Festival and 10/12/14 @ Robbins Memorial Town Hall for Gala Dinner and Awards Ceremony
Laura Delano, Mad in America
- a) Mrs. Mahon moved to waive the parking fees in the Russell Common Lot for October 10th and 11th for the event and that it is not a long term policy. This will be reevaluated based upon results of the Parking Study Report. SO VOTED (5-0)
- b) Mr. Greeley moved approval of the beer & wine requests. SO VOTED (5-0)
9. Request: Three Spaces On Street Overnight Parking, 17 Linwood Street
Debra Riccardi
The Selectmen unanimously agreed after discussion that the Gibbs lot offers a good temporary parking solution.
Mrs. Mahon moved no action. SO VOTED (5-0)
10. Vote: Busking Administrative Fee
Douglas W. Heim, Town Counsel
Mr. Curro moved approval of a \$12.00 yearly fee for a busking permit from January 1st-December 31st. SO VOTED (5-0)
11. Inter-Municipal Agreement - Yard Waste Disposal
Adam W. Chapdelaine, Town Manager
Mr. Chapdelaine requested the Board to authorize the agreement regarding disposal of yard waste and Christmas trees to Lexington's composting facility.
Mr. Greeley moved approval. SO VOTED (5-0)
12. Discussion: Disposition of 1207 Massachusetts Avenue
Adam W. Chapdelaine, Town Manager
After discussion of the vacated property it was agreed upon to hold a public hearing in order to give residents an opportunity to comment on the future use of the property. Mr. Dunn also requested input from the Finance and Capital Committees.

- Mr. Curro moved support to move forward with the Town Manager's suggestion. SO VOTED (5-0)
13. Approval of Board & Manager Goals FY2015 - FY2016
Adam W. Chapdelaine, Town Manager
Mr. Greeley moved approval with the following changes:
1) Page 2 (H) ...Alewife Brook to federal class B waterway.
2) Page 3: 5(F) Implement and develop appropriate policies and procedures for electronic packets for the Board of Selectmen.
3) Add under the Town Manager goals: to install permanent Wi-Fi in the Selectmen's Office by a specified date.
SO VOTED (5-0)
14. Discussion: Selectmen's Handbook
Kevin F. Greeley, Selectmen (tabled from 9/8/14 meeting)
Mr. Greeley presented a process of how he will introduce sections of a Selectmen's Handbook to meetings for discussion and approval with a final handbook approval when it is complete. He will introduce a table of contents at the next meeting.
Mr. Curro thanked Mr. Greeley and suggested the handbook is always a work in progress to be re-approved yearly.
Mr. Dunn agreed and highly endorsed creating the handbook in sections.
Mrs. Mahon agreed the handbook will be a great tool for all and for future Selectmen.
Mr. Curro moved to support. SO VOTED (5-0)
15. Vote: Nagaokakyo, Japan Letter of Support
Steven M. Byrne, Chair
Mr. Greeley moved support. SO VOTED (5-0)

CORRESPONDENCE RECEIVED

Remove 'No Parking' signs on Jason Street
David Bean, 50 Jason Street - Be Rec'd
Mrs. Mahon moved to refer correspondence to the Town Manager for review. SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine reported that Arlington received the SAMHSA Drug Free Communities Grant Award for \$125,000. for the Arlington Youth Health and Safety Coalition.

Mr. Curro announced that the Visitor Center is looking for volunteers to help man the center. The ribbon cutting was on Town Day and was well attended.

Mr. Greeley announced the dedication of the Charles H. Lyons Selectmen's Hearing Room on Monday, September 29, 2014 from 5:30 PM to 7:30 PM. Mr. Greeley stated that his wife, Annie, a local artist will have paintings on view during the dedication in the Town Hall.

Mrs. Mahon spoke in favor of Novus Agenda meeting management system but would like to suggest several enhancements at a later time to Mr. Kurowski.

Mr. Dunn thanked the office staff for their hard work and effort with Town Day.
Mr. Byrne also thanked the office staff and all the volunteers for the great effort on running Town Day.

Mrs. Mahon moved to adjourn at 8:50 PM. SO VOTED (5-0)

A true record: Attest
Mary Ann Sullivan
Selectmen's Office

Next scheduled meeting of BoS - October 6, 2014.

9 / 22 /14

Agenda Item	Documents Used
2(a)	Draft minutes 8/18/14 & 9/8/14
2(b)	Election Worker's Records
2(c)	Contractor application & engineering recommendation
2(d)	Contractor application & engineering recommendation
2(e)	Contractor application & engineering recommendation
2(f)	Contractor application & engineering recommendation
2(g)	Contractor application & engineering recommendation
2(h)	Special (One-Day) application
2(i)	Special (One-Day) application
2(j)	Special (One-Day) application
2(k)	Special (One-Day) application
3	N-Star request & Engineering recommendation
4	Resume, request, meeting letter
5	CV application and inspection reports
6	ABCC application
8	Special (One-Day) application & parking permit request
9	Request, inspection report, meeting letter
11	Inter-Municipal Agreement
12	Town Manager recommendations
13	Draft FY2015-FY2016 Board of Selectmen Goals & Town Manager Goals
15	Japan letter of support
C.R.	D.Bean letter



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

ATTACHMENTS:

Type

Description

Backup Material

Engineering recommendation, Application,
Meeting notice

From: "Kurt Kelley" <kpkelley@town.arlington.ma.us>
To: "Fran Reidy" <FReidy@town.arlington.ma.us>
Cc: "Eileen Messina" <EMessina@town.arlington.ma.us>
Date: 10/07/2014 10:36 AM
Subject: Approved Contractor Applications

Hi Fran,

Attached please find a couple of Drainlayer's Applications that I have recently received. Based on recommendations provided to us by the applicant and past in-town experiences, our office recommends issuance of a Drainlayer's License to both InSite Contracting and C.M. Conway Construction.

I will be forwarding you a hardcopy of their applications and \$75 application fees via interoffice mail. Please let me know if there's anything else I can provide you.

Thanks,

Kurt

TOWN OF ARLINGTON
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

51 GROVE STREET
ARLINGTON, MA 02476

PHONE: 781-316-3386

FAX: 781-316-3281

WEB



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☐ Sewer/Drain Inspection ☐ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: C.M.Conway Construction Inc.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other:

Street Address: P.O. Box 14 City/Town: Lynnfield State: Ma

Primary Phone: (781) 334-2368 E-mail: ccmconway@aol.com

Length of Time in Business under the same Firm Name: Five Years

Full Name(s) of Principal(s): Christine M Conway

Primary Contact Person: Robert Conway

Experience/Previous Work

Nature of Typical/Standard Work: Sitework / Utility Work

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: Approximate Date:

Total Amount of such construction this year: 500,000

Total Amount of such construction last year: 1,000,050

Total Amount of such construction next previous year: 1,400,000

Municipal References - Please Attach Written Reference Letters

Municipality: Boston Water & Sewer Commission

Primary Contact Name: Frank McLaughlin Email: 617 989 7600

Municipality: City Of Somerville

Primary Contact Name: Pierre Belizaire Email: pbelizaire@somervillema.gov

Municipality: City Of Lynn

Primary Contact Name: Daniel O'Neill Email: doncill@lynnwatersewer.org

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Stoneham Bank Phone: 781-438-0430

Federal Tax ID or Social Security #: Your social security number or federal identification number will be furnished to the

Note to Town Staff: Redact Social Security # before releasing document

Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: *Christine M Conway* Date: 9/22/14

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREBLEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 8, 2014

Robert Conway
C. M. Conway Construction Inc.
P. O. Box 14
Lynnfield, MA 01940

Dear Mr. Conway:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, October 27th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

ATTACHMENTS:

Type

Description

Backup Material

Engineering recommendation, Application,
Meeting notice

Kurt Kelley

From: Kurt Kelley [kpkelley@town.arlington.ma.us]
Sent: Tuesday, October 07, 2014 10:37 AM
To: 'Fran Reidy'
Cc: 'Eileen Messina'
Subject: Approved Contractor Applications
Attachments: C.M. Conway Construction, Inc..pdf; InSite Contracting.pdf

Hi Fran,

Attached please find a couple of Drainlayer's Applications that I have recently received. Based on recommendations provided to us by the applicant and past in-town experiences, our office recommends issuance of a Drainlayer's License to both InSite Contracting and C.M. Conway Construction.

I will be forwarding you a hardcopy of their applications and \$75 application fees via interoffice mail. Please let me know if there's anything else I can provide you.

Thanks,
Kurt

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DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

51 GROVE STREET
ARLINGTON, MA 02476

PHONE: 781-316-3386
FAX: 781-316-3281

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Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☐ Sewer/Drain Inspection ☐ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: InSite Contracting, Inc

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other:

Street Address: 425 Medford Street City/Town: Charlestown State: MA

Primary Phone: (781) 393-8664 E-mail: jgordon@insitecontracting.com

Length of Time in Business under the same Firm Name: 1 year (previously Tufts, Inc 7 yrs total)

Full Name(s) of Principal(s): Frank Spinosa

Primary Contact Person: Jeffrey Gordon

Experience/Previous Work

Nature of Typical/Standard Work: Water, Sewer, Drain Line Construction, Excavation, Demo

Have you ever performed this type of work in Arlington: ☒ Yes ☐ No

If Yes, Please provide Location: 61 Dorothy Road Approximate Date: October 2013

Total Amount of such construction this year: 537,500

Total Amount of such construction last year: 857,000

Total Amount of such construction next previous year: 2,031,000

Municipal References - Please Attach Written Reference Letters

Municipality: City of Chelsea

Primary Contact Name: Andy DeSantis Email: adesantis@chelseama.gov

Municipality: Town of Lexington

Primary Contact Name: David Cannon Email: dcannon@lexingtonma.gov

Municipality: Town of Lynnfield

Primary Contact Name: Charles Richter Email: crichter@town.lynnfield.ma.us

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Century Bank Attn: Shipley Mason Phone: (781) 393-5023

Federal Tax ID or Social Security #: Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Note to Town Staff: Redact Social Security # before releasing document

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature:

Date: 9/24/2014

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 8, 2014

Jeffrey Gordon
Insite Contracting, Inc.
425 Medford Street
Charlestown, MA 02129

Dear Mr. Gordon:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, October 27th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Permit for Veterans' Day Parade, Tuesday, November 11th

ATTACHMENTS:

Type	Description
 Backup Material	Letter of Request



DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF VETERANS SERVICES

Town of Arlington

730 Massachusetts Avenue
Arlington, Massachusetts 02476

Jeffrey A. Chunglo
Director of Veterans Services

Tel: 781 316-3166
Fax: 781 316-3129

8 OCT 2014

Board of Selectmen
Town Hall, Arlington
730 Massachusetts Avenue
Arlington, Ma. 02476

Re: Permit for 11 NOV 2014

Dear Members,

On behalf of the Veterans of the Town of Arlington, I am requesting a permit to allow veteran organizations and local veterans to participate in the annual Veteran's Day Parade. The parade is scheduled to begin at 10:30 on 11 NOV 2014.

The parade will begin at Walgreen's Pharmacy on Massachusetts Avenue and proceed to Monument Park. A police escort will be needed along Massachusetts Avenue.

Very respectfully,

Jeffrey A. Chunglo



Town of Arlington, Massachusetts

PUBLIC HEARING: Disposition of 1207 Mass Ave - Public Input



Town of Arlington, Massachusetts

Council on Aging

ATTACHMENTS:

Type

Description

Backup Material

Town Manager memorandum, Munsey letter and resume, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: October 3, 2014
TO: Board Members
SUBJECT: Appointment to Council on Aging

This memo is to request the Board's approval of my appointment of James Munsey, 69 Fairmont Street, to the Council on Aging with a term expiration date of 6/30/2017.


Town Manager

James Munsey

69 Fairmont Street - Arlington, MA 02474
781-646-4045 dliimbob@hotmail.com

Mr. Adam Chapdelaine
Town Manager's Office
730 Massachusetts Ave.
Arlington, MA 02476

August 27, 2014

Dear Mr. Chapdelaine,

Please accept this letter as my notice of interest in the current opening on the Board of the Council on Aging (COA).

I am a semi-retired senior, Vietnam era Air Force veteran and life-long resident of East Arlington. For the past two years I have been working with the team at the COA as a part-time van driver and special projects person for Susan Carp.

Operations, mainframe computer programming and business analysis were areas of focus in my last 20 years of employment while at Fidelity Investments. One of the assigned projects from Susan was to use those skills to learn, implement and then train the COA staff in the use of MySeniorCenter software to manage the rides in the transportation arena.

Without getting into a long list, I have also taken on projects to produce policies and procedures in various aspects of transportation for the COA.

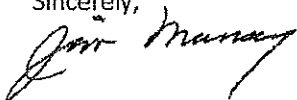
Last year I attended a state sponsored training session on the fuel assistance program and then trained those unfamiliar with the process at the COA to help keep Arlington as a stand-alone filing site for this program.

What I found over this time is an abundance of rich resources at the COA with a remarkable team. I would like to help the town's senior population better understand the help available to them and to aid in streamlining the programs offered through the COA. By that I mean sessions, locations and programs.

My resume is attached for your review.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,



James Munsey

Profile

Semi-retired professional with operations management and software engineering experience. Strong analytical skills, formulation of policies, procedures and navigation of regulations governing business policies. Since September 2012 working part-time as a van driver for the Arlington Council on Aging and being used in various Council assignments to train volunteers on various programs. Work history includes recognition as a team player, detail oriented and customer focused. Although highly self-motivated and work well as an independent contributor, collaboration and communication are key strengths. Volunteer history with schools, veterans and supporting the elderly in Arlington are listed below.

Summary of Qualifications

2012 - present Arlington Council On Aging Arlington, MA

Van Driver and Duties As Assigned

- Transport elderly and disabled in COA van around Arlington and to medical appointments outside of town.
- Implement the use of MySeniorCenter (MSC) software to manage the transportation of the COA clients.
- Train staff and volunteers on the use of MSC.
- Help to develop transportation policies.
- Help in preparation of budget statistics.
- Trained staff/volunteers to assist clients with state fuel assistance program.
- Implemented new system to track, monitor and reward medical escort volunteer drivers.

2007 – 2012 Fidelity Investments Boston, MA

Transfer Agent Ops Analyst

- Lead analyst and creator of Blue Sky daily, monthly, quarterly and annual management reports for Fidelity Pricing and Cash Management Services (FPCMS).
- Create and distribute periodic reports outside of FPCMS to Transfer Agents, the Treasurer's Office, Transfer Agent Compliance, FMR, Pyramis and BNY Mellon.
- Coordinate system updates at Fidelity and BNY Mellon for all Fidelity mutual fund launches, mergers and terminations as approved by The Board. Coordinates changes to Trusts.
- Review and approve all funding requests for permits in all states and US Territories for all 29,900 mutual fund permits and certain Pyramis products.
- Perform all business testing for Disaster Recovery scenarios, server changes and system upgrades.
- Maintain Blue Sky Operations (BSO) SharePoint and Wiki sites referenced by the Transfer Agents, the Treasurer's Office, TA Compliance, FMR and Pyramis.
- Update and implement BSO policies, regulations and procedures that change within Fidelity, at the state level and at the SEC.
- Participate in regular meetings with various groups across the Enterprise regarding fund events and regulatory changes that impact the '40 Act funds.
- Interact with many internal and external business partners.

2001 - 2007 Fidelity Investments Boston, MA

Senior Software Engineer/Developer

- Production support and software development on the mainframe platform.
- Technical lead on Bluesky systems projects.
- Major collaboration effort with the business and business analysts to produce desired end results on complex projects.

1992 - 2001 BostonCoach Everett, MA

Operations Manager

- One of four managers responsible for 600+ full and part-time drivers.
- Managed the Mentoring program and Teams.
- Dispatch Supervisor.
- Smith System Driver Instructor/Trainer

Education

Northeastern University Boston, MA

Bachelor of Science – Business Administration

- Graduated *Summa Cum Laude*

Fidelity Institute of Technology

- Six month full-time training program for mainframe programming

Additional professional activities

Self-employed – office supplies business for 10 years. All facets of any company's responsibilities were my domain:

- Finance
- Billing and Accounts Receivable
- Purchasing, receiving, shipping and inventory control.
- Telephone and on the road sales calls
- Payroll, benefits and human resource issues

Awards received

- Recipient of multiple MVP awards, over 20 On-The-Spot awards and WOW awards

Volunteer experience

- Founding member of FIVE – Fidelity Veteran Employees. Volunteer monthly at the Veteran's Homeless Shelter in Boston for over one year.
- Four years on the school board of Arlington Catholic High School.
- Two years – Chairman of the school board - Arlington Catholic High School.
- Volunteer monthly at Community Servings for six months, Dorchester, MA.
- Past Officer – Knights of Columbus, Arlington, MA.

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 7, 2014

James Munsey
69 Fairmont Street
Arlington, MA 02474

Re: Appointment: Council on Aging

Dear Mr. Munsey:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, October 27th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Transfer of Stock/New Officer & Director/Issuance of Stock

Summary:

This is a partial transfer of ownership from Huanhuan Lin to Jun Chen.
Wu Chen the other original owner will stay and be president/treasurer/secretary.
The Board of Health is fine with this partial transfer and their records reflect this change.

ATTACHMENTS:

Type	Description
 Backup Material	License application packet-Sono

LICENSE APPLICATION REPORT

Type of License: Transfer of Stock/New Officer & Director/Issuance of Stock

Name of Applicant: Sono Asian Cuisine

Address: 471 Summer St.

This is a partial transfer of ownership: from Huanhuan Lin to Jun Chen
Wu Chen the other original owner will stay and be president/treasurer/secretary.

The Board of Health is fine with this partial transfer and their records reflect this change.
This is a change mandated by the ABCC to be voted by the Local License Authority.



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

PETITION FOR TRANSFER OF OWNERSHIP

003000063

ABCC License Number

Arlington

City/Town

The licensee Sono Restaurant, Inc. and the proposed transferee Sono Restaurant, Inc. respectfully petition the Licensing Authorities to approve the following transfer of ownership.

Is the PRESENT licensee a Corporation/LLC duly registered under the laws of the Commonwealth of Massachusetts?

☒ Yes ☐ No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

Name	Title	Address	Stock or % Owned
Huanhuan Lin	Pres/Treas/Director	172 Farrington Street, Quincy, MA 02170	5,000 shares
Wu Chen	Secretary/Director	15 Merrymount Ave., Quincy, MA 02170	5,000 shares

Is the PROPOSED transferee a Corporation/LLC, duly registered under the laws of the Commonwealth of Massachusetts?

☒ Yes ☐ No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

TO: (Place an * before the name of each DIRECTOR/LLC Manager.)

Name	Title	Address	Stock or % Owned
Wu Chen	Pres/Treas/Secre/Director	15 Merrymount Ave., Quincy, MA 02170	10,000 shares
Jun Chen	Director	15 Merrymount Ave., Quincy, MA 02171	5,000 shares

The above named proposed transferee hereby joins in this petition for transfer of said license.

SIGNATURE OF LAST-APPROVED LICENSEE:

Wu Chen

(If a Corporation/LLC, by its authorized representative)

SIGNATURE OF PROPOSED TRANSFEREE:

Wu Chen

Date Signed 08/29/2014

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Arlington

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Sono Restaurant, Inc.

B. Business Name (if different) : Sono Asian Cuisine

C. Manager of Record: Wu Chen

D. ABCC License Number (for existing licenses only) : 003000063

E. Address of Licensed Premises: 469 Summer St, Suite 3 & 4

City/Town: Arlington

State: MA

Zip: 02474

F. Business Phone: (781) 648-8866

G. Cell Phone: (617) 637-5298

H. Email: wuhemian@hotmail.com

I. Website:

J. Mailing address (If different from E.):

City/Town:

State:

Zip:

2. TRANSACTION:

- ☐ New License ☒ New Officer/Director ☒ Transfer of Stock ☒ Issuance of Stock ☐ Pledge of Stock
☐ Transfer of License ☒ New Stockholder ☐ Management/Operating Agreement ☐ Pledge of License

The following transactions must be processed as new licenses:

- ☐ Seasonal to Annual ☐ (6) Day to (7)-Day License ☐ Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- ☒ \$12 Restaurant ☐ \$12 Hotel ☐ \$12 Club ☐ \$12 Veterans Club
☐ \$12 General On-Premises ☐ \$12 Tavern (No Sundays) ☐ \$15 Package Store

4. LICENSE CATEGORY:

- ☒ All Alcoholic Beverages ☐ Wine & Malt Beverages Only ☐ Wine or Malt Only
☐ Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- ☒ Annual ☐ Seasonal

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME: Andrea Kor, paralegal of Christopher E. Coleman, Esq., PC

ADDRESS: 128 Lincoln St., Suite 103

CITY/TOWN: Boston STATE: MA ZIP CODE: 02111

CONTACT PHONE NUMBER: (617) 350-6188 FAX NUMBER: (617) 350-3188

EMAIL: attorneycoleman@gmail.com

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises to be licensed. Please note that this must be identical to the description on the Form 43.

A first floor premises located at 469 Summer St., Suite 3 & 4, Arlington, MA, containing approx. 1,807 sq.ft., with dining room, kitchen, restroom, and storage, one entrance and one exit.

Total Square Footage: 1,807 sq.ft. Number of Entrances: 1 Number of Exits: 1

Occupancy Number: 60 Seating Capacity: 50 seats

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises? Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): LLC Other:

Name: Summer Realty Services LLC Phone: (617) 383-8329

Address: 161 Mount Auburn St City/Town: Watertown State: MA Zip: 02472

Initial Lease Term: Beginning Date 08/19/2013 Ending Date 11/18/2023

Renewal Term: one (1) option Options/Extensions at: Five (5) Years Each

Rent: \$37,947.00 Per Year Rent: \$3,162.25 Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?
Yes ☐ No ☒

IMPORTANT ATTACHMENTS (4):

1. If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest with the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application.
2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

9. LICENSE STRUCTURE:

The Applicant is a(n):

Corporation

Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

01/02/2013

State of Incorporation/Organization: Massachusetts

Is the Corporation publicly traded?

Yes ☐ No ☒**10. INTERESTS IN THIS LICENSE:**

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

IMPORTANT ATTACHMENTS (5):A. All individuals or entities listed below are required to complete a Personal Information Form.B. All shareholders, LLC members or other individuals with any ownership in this license must complete a CORI Release Form.

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
Wu Chen	Pres/Treas/Secre/Director	10,000 shares	N/A
Jun Chen	Director	5,000 shares	N/A

*If additional space is needed, please use last page.

11. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list said interest below:

Name	License Type	Licensee Name & Address
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	

*If additional space is needed, please use last page.

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :**A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☐ No ☐
2. Are you a Massachusetts Residents? Yes ☐ No ☐

B.) For Corporation(s) and LLC(s) :

1. Are all Directors/LLC Managers U.S. Citizens? Yes ☐ No ☐
2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes ☐ No ☐
3. Is the License Manager or Principal Representative a U.S. Citizen?

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☐ No ☐

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:**A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☐ No ☐

B.) For Corporation(s) and LLC(s) :

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes ☐ No ☒
2. Is the License Manager or Principal Representative a U.S. Citizen? Yes ☒ No ☐

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☒ No ☐

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:

B. Purchase Price for Business Assets:

C. Costs of Renovations/Construction:

D. Initial Start-Up Costs:

E. Purchase Price for Inventory:

F. Other: (Specify)

G: TOTAL COST**H. TOTAL CASH****I. TOTAL AMOUNT FINANCED**

IMPORTANT ATTACHMENTS (6): Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

\$130,000 Seller financing

*If additional space is needed, please use last page.

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:

A.

Name	Dollar Amount	Type of Financing
Huanhuan Lin (Seller)	\$130,000.00	Promissory note (Seller financing)

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes ☒ No ☐

If yes, please describe:

Huanhuan Lin (Seller of this stock transaction provides Seller financing to Buyer)

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? ☐ Yes ☒ No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? ☐ Yes ☒ No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? ☐ Yes ☒ No

If yes, to whom:

IMPORTANT ATTACHMENTS (7): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: ☐ Yes ☒ No

21. ANTICIPATED OPENING DATE:

IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Sono Restaurant, Inc.	B. Business Name (dba)	Sono Asian Cuisine		
C. Address	469 Summer Street, Suite 3 & 4	D. ABCC License Number (if existing licensee)	003000063		
E. City/Town	Arlington	State	MA	Zip Code	02474
F. Phone Number of Premise	(781) 648-8866	G. EIN of License	[REDACTED]		

2. PERSONAL INFORMATION:

A. Individual Name	Jun Chen	B. Home Phone Number	(845) 978-4262		
C. Address	15 Merrimack Ave				
D. City/Town	Quincy	State	MA	Zip Code	02169
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]		
G. Place of Employment	Sono Asian Cuisine at 469 Summer St., Suite 3 & 4, Arlington, MA as Assistant Manager				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

owns 5,000 shares common stock of the Corporation holding this license.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature		Date	08/29/2014
Title	Director	(If Corporation/LLC Representative)	



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Sono Restaurant, Inc.	B. Business Name (dba)	Sono Asian Cuisine	
C. Address	469 Summer Street, Suite 3 & 4	D. ABCC License Number (If existing licensee)	003000063	
E. City/Town	Arlington	State	MA	Zip Code 02474
F. Phone Number of Premise	(781) 648-8866	G. EIN of License	[REDACTED]	

2. PERSONAL INFORMATION:

A. Individual Name	Wu Chen	B. Home Phone Number	(617) 637-5298	
C. Address	15 Merrymount Avenue			
D. City/Town	Quincy	State	MA	Zip Code 02170
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]	
G. Place of Employment	Sono Asian Cuisine at 469 Summer St., Suite 3 & 4, Arlington, MA as manager			

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

owns 10,000 shares common stock of the Corporation holding this license.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature [Signature] Date 08/29/2014

Title President (If Corporation/LLC Representative)



Town of Arlington, Massachusetts

For Approval: Spy Pond Beer & Wine Change of Hours

ATTACHMENTS:

Type	Description
 Backup Material	Spy Pond Beer & Wine

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

RECEIVED
LICENSING OFFICE
SEP 10 2 02 PM '14

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

003000047

LICENSEE NAME:

Spy Pond Beer & Wine, LLC

ADDRESS:

137-137A Massachusetts Ave.

CITY/TOWN:

Arlington

STATE

Ma

ZIP CODE

02474

TRANSACTION TYPE (Please check all relevant transactions):

- ☒ Change of Hours
☐ Change of DBA
☐ Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

Vote of Corporate Board

Spy Pond Beer & Wine, LLC

137-137A Massachusetts Ave

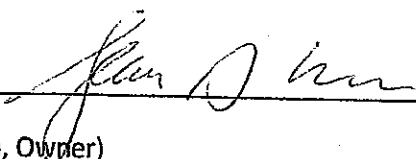
Arlington, Ma 02474

Re: Change of Hours on Sunday

September 18, 2014

We the members of Spy Pond Beer & Wine have voted to change our business ours on Sundays. The store will be opening at 10:00am on Sundays in compliance with the new law that goes into effect October 26, 2014.

Signed




Date

9-18-14

(Sean Galvin, Owner)

Signed



Date

9/18/14

(Marimar Galvin, Owner)



*The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114*

Steven Grossman
Treasurer and Receiver General

Kim S. Gainsboro
Chairman

THE ALCOHOLIC BEVERAGES CONTROL COMMISSION ("ABCC") ADVISORY
M.G.L. c. 138, §15 OFF-PREMISES RETAIL LICENSEES SUNDAY OPENING TIME
ALLOWED AT 10:00 A.M.

Effective October 23, 2014¹, off-premises retail alcoholic beverages licensees (M.G.L. c. 138, §15) will be permitted to sell alcoholic beverages beginning at 10:00 a.m. on Sundays. Although under the law, these licensees are entitled as a matter of right to open at 10:00 a.m. and as such do not need the approval of the Local Licensing Authorities, licensees must notify the Local Licensing Authorities about the change of hours.

The simplest way for licensees to effectuate this change is to follow the process outlined in the CHANGE OF HOURS Application which may be found on our website at <http://www.mass.gov/abcc/pdf/forms/nofeetransmittal.pdf>. Licensees should use this form to notify the Local Licensing Authority of the change in hours and attach a corporate vote authorizing the change. Upon receipt of this request, the Local Licensing Authority must approve it. The Local Licensing Authority should forward an approved "Form 43" with the additional Sunday hours of sale to the ABCC for each licensee affected.

As mentioned above, this law does not go into effect until October 23, 2014. All licensees should ensure that sales of alcoholic beverages take place only on the days and hours approved by the Local Licensing Authority. Licensees who fail to notify the Local Licensing Authority about the change to their hours are prohibited from making sales at an earlier time than those permitted on the face of their license.

As always, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by applicable law. Individuals with questions concerning this advisory may contact Ralph Sacramone, Executive Director, at 617-727-3040 x 731.

(Issued: September 8, 2014)

¹ The Massachusetts Legislature amended M.G.L. c 136, §6(52) which allow off-premises M.G.L. c. 138, §15 or so called "package store" license holders to sell alcoholic beverages, beginning at 10 A.M. on Sundays.



Town of Arlington, Massachusetts

Proclamation: Arlington Recycles Week & Community Collection Day

ATTACHMENTS:

Type	Description
 Backup Material	Recycles Week 2014 Proclamation

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

PROCLAMATION

WHEREAS: It is in the interest of Arlingtonians to help protect the environment and the natural resources of the planet, by reducing our consumption of these resources; and

WHEREAS: Recycling, as well as source reduction, reuse, composting, and the safe disposal of hazardous waste materials, plays an important role in protecting and preserving the world's natural resources; and

WHEREAS: Recycling programs also significantly reduce the annual expenses incurred by the Town of Arlington in the course of its disposal of the commercial and residential solid wastes generated by the Town; and

WHEREAS: The Bylaws of the Town of Arlington state that Arlingtonians shall participate in the Town's mandatory curbside recycling program; and

WHEREAS: It is in the interest of the Town of Arlington to educate its residents more fully about the Town's recycling programs, to insure that residents comply with Town bylaws as well as state and federal regulations regarding the disposal of solid waste and hazardous materials, and more broadly, to promote and encourage recycling and source reduction; and

WHEREAS: The Board of Selectmen supports the efforts and recognizes the contributions of the ‘Arlington Recycles’ promotional campaign as sponsored by the Arlington Recycling Committee and the Department of Public Works.

NOW, THEREFORE, BE IT RESOLVED, that we, the members of the Board of Selectmen do hereby proclaim that the period of November 9th through November 15th 2014 be declared ARLINGTON RECYCLES WEEK in the Town of Arlington, and we call upon all citizens, businesses and civic organizations to acquaint themselves and to recognize the contributions and benefits that recycling and related efforts play in enhancing our everyday health, safety, comfort and quality of life.

_____	SELECTMEN
_____	OF THE
_____	TOWN
_____	OF
_____	ARLINGTON

A true record.

ATTEST:

By: _____
Board Administrator



Town of Arlington, Massachusetts

Commercial Vacancy Trend Report-September 2014

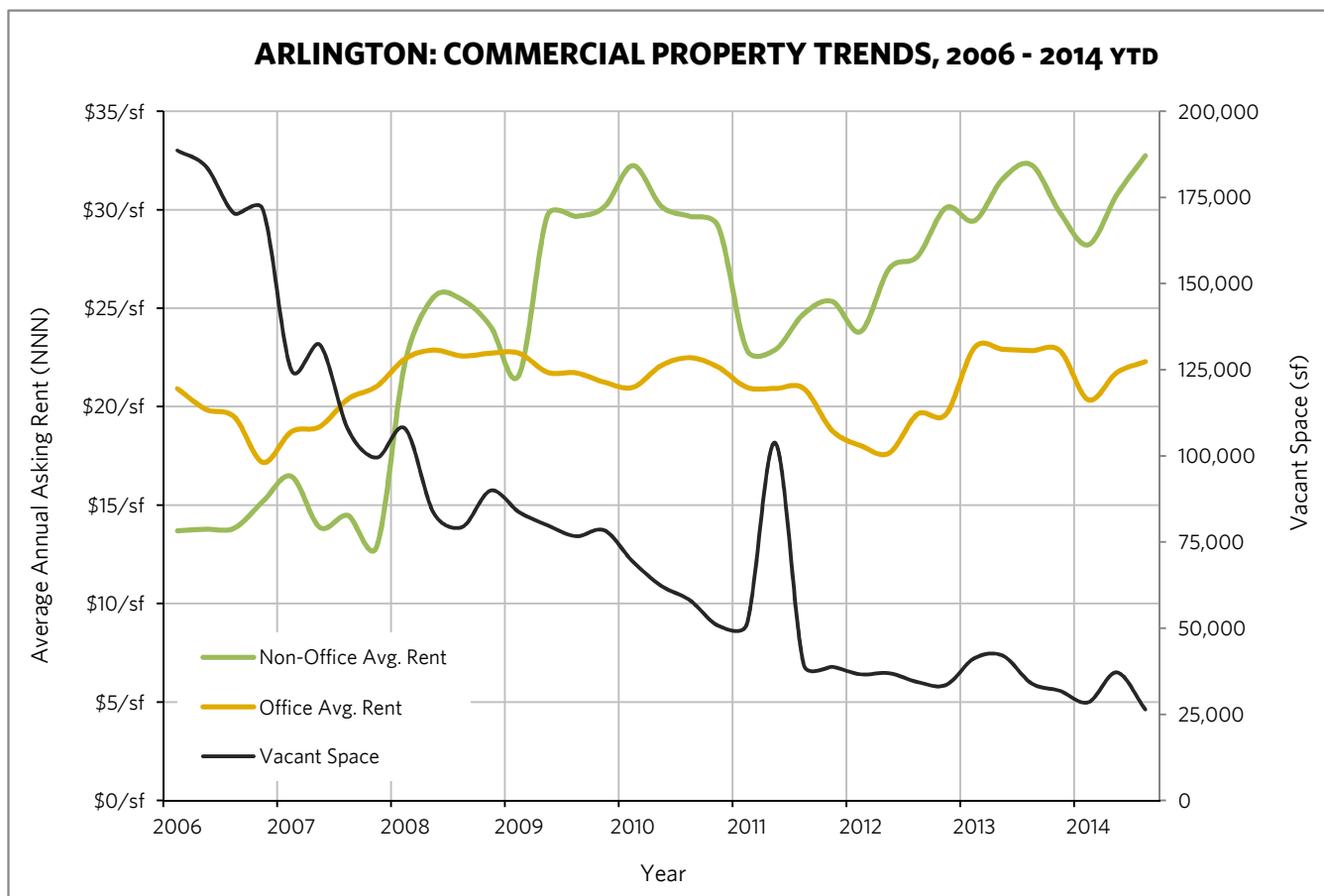
ATTACHMENTS:

Type	Description
Backup Material	Comm. Vacancy Trend Report summary
Backup Material	Comm. Vacancy Trend Report chart

ARLINGTON, MASSACHUSETTS: Commercial Vacancy Trend Report - September 2014

SUMMARY: Through the first three quarters of 2014, Arlington's commercial property owners have benefitted from low vacancies and robust rents. The town's comparatively small commercial property market (1.8 million s.f. of rentable inventory) has only 26,000 s.f. (1.5%) of unoccupied space available for lease on CoStar, about half of the typical amount observed over the past five years. Space is particularly scarce in the retail and office sectors, and relatively more abundant for industrial/flex spaces. However, in all sectors, current CoStar vacancy rates are well below the 10% threshold that generally stimulates new development. In response, rents have risen over the past five years as vacancies have declined, particularly for shops, and to a lesser extent, offices. Low vacancy rates and continued rent growth have allowed commercial property owners to be more selective in choosing tenants, as reflected by average turnover durations rising to nearly 18 months on market in 2014 versus a five year average of 12 months.

While commercial occupancy rates are very high in Arlington, vacancies are very visible due to their location on busy commercial corridors (Mass. Ave. and Broadway) and clustering (vacancies are concentrated in parts of Arlington Heights and Arlington Center). Overall, commercial rents in Arlington are lower than those in the larger, high-end markets of Cambridge and Lexington and slightly higher than those observed in smaller, less prestigious markets of Somerville, Medford, Belmont and Winchester. Vacancy rates are higher in these neighboring communities and average turnover durations are lower, except for those observed in Belmont and Winchester, indicating greater "churning" of commercial properties, where sites drop in and out of vacancy with greater frequency than in Arlington. Testimony of real estate brokers that local property owners with vacant commercial spaces are generally willing to wait longer to attract financially strong tenants that can sign long term leases seems to confirm this observation.



The information in this report is derived from Multiple Listing Systems, as well as information provided by commercial property owners, which is verified and updated by CoStar Group researchers. The Town of Arlington is not responsible for errors or omissions in the data herein.

SUMMARY: Through the first three quarters of 2014, Arlington's commercial property owners have benefitted from low vacancies and robust rents. The town's comparatively small commercial property market (1.8 million s.f. of rentable inventory) has only 26,000 s.f. (1.5%) of unoccupied space available for lease on CoStar, about half of the typical amount observed over the past five years. Space is particularly scarce in the retail and office sectors, and relatively more abundant for industrial/flex spaces. However, in all sectors, current CoStar vacancy rates are well below the 10% threshold that generally stimulates new development. In response, rents have risen over the past five years as vacancies have declined, particularly for shops, and to a lesser extent, offices. Low vacancy rates and continued rent growth have allowed commercial property owners to be more selective in choosing tenants, as reflected by average turnover durations rising to nearly 18 months on market in 2014 versus a five year average of 12 months. While commercial occupancy rates are very high in Arlington, vacancies are very visible due to their location on busy commercial corridors (Mass. Ave. and Broadway) and clustering (vacancies are concentrated in parts of Arlington Heights and Arlington Center). Overall, commercial rents in Arlington are lower than those in the larger, high-end markets of Cambridge and Lexington and slightly higher than those observed in smaller, less prestigious markets of Somerville, Medford, Belmont and Winchester. Vacancy rates are higher in these neighboring communities and average turnover durations are lower, except for those observed in Belmont and Winchester, indicating greater "churning" of commercial properties, where sites drop in and out of vacancy with greater frequency than in Arlington. Testimony of real estate brokers that local property owners with vacant commercial spaces are generally willing to wait longer to attract financially strong tenants that can sign long term leases seems to confirm this observation.

TERMS: **Leasing** refers to the volume of square footage that is committed to and actually signed in a given period of time. It includes direct leases, subleases and renewals of existing leases. It also includes any pre-leasing activity in under construction, planned buildings or under renovation buildings. **Turnover Duration** (Time on Market) is a measure of how long a currently available space has been marketed for lease, regardless of whether it is vacant or occupied. **Vacant space** refers to all space not currently occupied by a tenant, regardless of any lease obligation that may be on the space. Vacant Space can be either available or not available. **Vacancy Rate** is expressed as a percentage - it identifies the amount of New/Relet/Sublet vacant space divided by the existing RBA (Rentable Building Area). Can be used for buildings or markets. **Non-CoStar Vacant Space** refers to vacant commercial property in Arlington that is not currently listed in CoStar's database, but is known by Town staff to be unoccupied. **Total Vacancy Rate** is the percentage of Rentable Inventory (RBA) that is currently vacant, regardless of whether it is listed on CoStar. Mathematically, Total Vacancy Rate = (Vacant Space + Non-CoStar Vacant Space)/Rentable Inventory.

ARLINGTON

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	1,816,422 sf	1,742,835 sf	Rentable Inventory:	888,864 sf	887,533 sf	Rentable Inventory:	516,000 sf	542,101 sf	Rentable Inventory:	313,201 sf	313,201 sf
Average Asking Rent (NNN):	\$22.16/sf	\$23.77/sf	Average Asking Rent (NNN):	\$32.74/sf	\$28.39/sf	Average Asking Rent (NNN):	\$22.28/sf	\$21.81/sf	Average Asking Rent (NNN):	\$11.34/sf	\$11.47/sf
Vacancy Rate:	1.5%	2.8%	Vacancy Rate:	0.9%	3.0%	Vacancy Rate:	1.2%	2.6%	Vacancy Rate:	3.8%	2.8%
Vacant Space:	26,436 sf	49,233 sf	Vacant Space:	8,096 sf	26,225 sf	Vacant Space:	6,340 sf	14,116 sf	Vacant Space:	12,000 sf	8,892 sf
Non-CoStar Vacant Space:	30,668 sf	NA	Non-CoStar Vacant Space:	5,988 sf	NA	Non-CoStar Vacant Space:	0 sf	NA	Non-CoStar Vacant Space:	24,680 sf	NA
Total Vacancy Rate:	3.1%	NA	Total Vacancy Rate:	1.6%	NA	Total Vacancy Rate:	1.2%	NA	Total Vacancy Rate:	11.7%	NA
Leasing (1 yr):	37,911 sf	23,926 sf	Leasing (1 yr):	28,221 sf	15,504 sf	Leasing (1 yr):	5,490 sf	5,110 sf	Leasing (1 yr):	4,200 sf	3,313 sf
Average Turnover Duration:	17.0 months on mkt.	12.3 months on mkt.	Average Turnover Duration:	17.6 months on mkt.	11.2 months on mkt.	Average Turnover Duration:	18.2 months on mkt.	12.8 months on mkt.	Average Turnover Duration:	4.5 months on mkt.	20.7 months on mkt.

LEXINGTON

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	6,188,085 sf	5,866,089 sf	Rentable Inventory:	644,619 sf	639,053 sf	Rentable Inventory:	3,922,596 sf	3,816,538 sf	Rentable Inventory:	1,415,630 sf	1,410,498 sf
Average Asking Rent (NNN):	\$28.12/sf	\$23.08/sf	Average Asking Rent (NNN):	\$36.34/sf	\$36.07/sf	Average Asking Rent (NNN):	\$31.76/sf	\$22.47/sf	Average Asking Rent (NNN):	\$23.59/sf	\$23.45/sf
Vacancy Rate:	9.9%	13.8%	Vacancy Rate:	1.3%	3.9%	Vacancy Rate:	10.5%	14.6%	Vacancy Rate:	13.40%	16.30%
Vacant Space:	612,803 sf	807,768 sf	Vacant Space:	8,444 sf	20,692 sf	Vacant Space:	413,111 sf	557,932 sf	Vacant Space:	189,484 sf	229,144 sf
Leasing (1 yr):	521,959 sf	372,952 sf	Leasing (1 yr):	7,020 sf	11,766 sf	Leasing (1 yr):	313,298 sf	223,891 sf	Leasing (1 yr):	211,790 sf	137,295 sf
Average Turnover Duration:	16.6 months on mkt.	13.6 months on mkt.	Average Turnover Duration:	13.7 months on mkt.	9.3 months on mkt.	Average Turnover Duration:	14.2 months on mkt.	14.1 months on mkt.	Average Turnover Duration:	29.2 months on mkt.	18.5 months on mkt.

CAMBRIDGE

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	43,123,009 sf	36,887,068 sf	Rentable Inventory:	4,901,535 sf	4,873,320 sf	Rentable Inventory:	27,682,089 sf	26,738,751 sf	Rentable Inventory:	4,762,115 sf	5,274,998 sf
Average Asking Rent (NNN):	\$38.44/sf	\$34.43/sf	Average Asking Rent (NNN):	\$29.05/sf	\$26.32/sf	Average Asking Rent (NNN):	\$48.35/sf	\$41.81/sf	Average Asking Rent (NNN):	\$18.68/sf	\$19.48/sf
Vacancy Rate:	6.2%	7.9%	Vacancy Rate:	1.6%	3.1%	Vacancy Rate:	8.6%	8.9%	Vacancy Rate:	4.5%	7.4%
Vacant Space:	2,668,487 sf	2,913,243 sf	Vacant Space:	78,894 sf	150,917 sf	Vacant Space:	2,373,768 sf	2,371,013 sf	Vacant Space:	215,825 sf	382,170 sf
Leasing (1 yr):	2,392,605 sf	2,243,562 sf	Leasing (1 yr):	71,040 sf	63,792 sf	Leasing (1 yr):	2,070,267 sf	1,967,384 sf	Leasing (1 yr):	251,298 sf	210,065 sf
Average Turnover Duration:	10.0 months on mkt.	12.4 months on mkt.	Average Turnover Duration:	8.7 months on mkt.	11.2 months on mkt.	Average Turnover Duration:	9.9 months on mkt.	11.9 months on mkt.	Average Turnover Duration:	10.9 months on mkt.	15.0 months on mkt.

TERMS: **Leasing** refers to the volume of square footage that is committed to and actually signed in a given period of time. It includes direct leases, subleases and renewals of existing leases. It also includes any pre-leasing activity in under construction, planned buildings or under renovation buildings. **Turnover Duration** (Time on Market) is a measure of how long a currently available space has been marketed for lease, regardless of whether it is vacant or occupied. **Vacant space** refers to all space not currently occupied by a tenant, regardless of any lease obligation that may be on the space. Vacant Space can be either available or not available. **Vacancy Rate** is expressed as a percentage - it identifies the amount of New/Relet/Sublet vacant space divided by the existing RBA (Rentable Building Area). Can be used for buildings or markets. **Non-CoStar Vacant Space** refers to vacant commercial property in Arlington that is not currently listed in CoStar's database, but is known by Town staff to be unoccupied. **Total Vacancy Rate** is the percentage of Rentable Inventory (RBA) that is currently vacant, regardless of whether it is listed on CoStar. Mathematically, Total Vacancy Rate = (Vacant Space + Non-CoStar Vacant Space)/Rentable Inventory.

SOMERVILLE

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	8,460,887 sf	7,740,631 sf	Rentable Inventory:	2,614,346 sf	2,591,398 sf	Rentable Inventory:	1,544,392 sf	1,527,930 sf	Rentable Inventory:	3,570,418 sf	3,621,304 sf
Average Asking Rent (NNN):	\$20.58/sf	\$14.58/sf	Average Asking Rent (NNN):	\$21.70/sf	\$18.86/sf	Average Asking Rent (NNN):	\$27.63/sf	\$22.56/sf	Average Asking Rent (NNN):	\$12.20/sf	\$10.74/sf
Vacancy Rate:	5.5%	8.5%	Vacancy Rate:	5.6%	6.7%	Vacancy Rate:	7.7%	8.6%	Vacancy Rate:	5.5%	9.7%
Vacant Space:	461,522 sf	658,265 sf	Vacant Space:	145,552 sf	174,236 sf	Vacant Space:	118,197 sf	131,742 sf	Vacant Space:	197,773 sf	351,363 sf
Leasing (1 yr):	487,918 sf	250,360 sf	Leasing (1 yr):	51,954 sf	29,318 sf	Leasing (1 yr):	97,970 sf	53,715 sf	Leasing (1 yr):	337,994 sf	167,327 sf
Average Turnover Duration:	13.7 months on mkt.	12.1 months on mkt.	Average Turnover Duration:	14.6 months on mkt.	10.2 months on mkt.	Average Turnover Duration:	11.3 months on mkt.	11.7 months on mkt.	Average Turnover Duration:	13.8 months on mkt.	14.3 months on mkt.

MEDFORD

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	6,642,588 sf	6,197,561 sf	Rentable Inventory:	2,079,747 sf	2,104,372 sf	Rentable Inventory:	1,593,642 sf	1,573,142 sf	Rentable Inventory:	2,501,042 sf	2,520,047 sf
Average Asking Rent (NNN):	\$12.67/sf	\$11.64/sf	Average Asking Rent (NNN):	\$20.18/sf	\$19.24/sf	Average Asking Rent (NNN):	\$18.48/sf	\$21.85/sf	Average Asking Rent (NNN):	\$9.29/sf	\$8.05/sf
Vacancy Rate:	5.1%	7.1%	Vacancy Rate:	3.3%	3.1%	Vacancy Rate:	11.1%	11.7%	Vacancy Rate:	3.8%	7.6%
Vacant Space:	341,238 sf	442,073 sf	Vacant Space:	68,997 sf	65,913 sf	Vacant Space:	177,241 sf	184,386 sf	Vacant Space:	95,000 sf	191,541 sf
Leasing (1 yr):	168,640 sf	208,271 sf	Leasing (1 yr):	40,366 sf	47,307 sf	Leasing (1 yr):	57,577 sf	97,546 sf	Leasing (1 yr):	70,697 sf	63,169 sf
Average Turnover Duration:	12.5 months on mkt.	13.3 months on mkt.	Average Turnover Duration:	6.2 months on mkt.	15.0 months on mkt.	Average Turnover Duration:	22.3 months on mkt.	13.3 months on mkt.	Average Turnover Duration:	11.5 months on mkt.	11.0 months on mkt.

BELMONT

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	974,354 sf	886,384 sf	Rentable Inventory:	330,462 sf	320,049 sf	Rentable Inventory:	372,563 sf	372,563 sf	Rentable Inventory:	214,590 sf	193,773 sf
Average Asking Rent (NNN):	\$18.84/sf	\$15.85/sf	Average Asking Rent (NNN):	\$25.83/sf	\$20.94/sf	Average Asking Rent (NNN):	\$17.97/sf	\$19.39/sf	Average Asking Rent (NNN):	\$12.20/sf	\$7.31/sf
Vacancy Rate:	2.8%	5.1%	Vacancy Rate:	4.0%	5.1%	Vacancy Rate:	3.7%	4.6%	Vacancy Rate:	0.0%	6.1%
Vacant Space:	27,183 sf	44,887 sf	Vacant Space:	13,230 sf	16,170 sf	Vacant Space:	13,953 sf	16,991 sf	Vacant Space:	0 sf	11,725 sf
Leasing (1 yr):	14,598 sf	18,156 sf	Leasing (1 yr):	6,978 sf	6,393 sf	Leasing (1 yr):	3,200 sf	5,786 sf	Leasing (1 yr):	4,420 sf	5,977 sf
Average Turnover Duration:	17.0 months on mkt.	11.8 months on mkt.	Average Turnover Duration:	11.8 months on mkt.	12.0 months on mkt.	Average Turnover Duration:	18.4 months on mkt.	11.6 months on mkt.	Average Turnover Duration:	-	29.0 months on mkt.

WINCHESTER

ALL COMMERCIAL SPACE	2014 ytd:	5 yr average	RETAIL SPACE	2014 ytd:	5 yr average	OFFICE SPACE	2014 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2014 ytd:	5 yr average
Rentable Inventory:	1,844,453 sf	1,776,649 sf	Rentable Inventory:	457,168 sf	448,156 sf	Rentable Inventory:	424,990 sf	423,693 sf	Rentable Inventory:	904,800 sf	904,800 sf
Average Asking Rent (NNN):	\$9.74/sf	\$8.41/sf	Average Asking Rent (NNN):	-	\$20.83/sf	Average Asking Rent (NNN):	\$18.38/sf	\$21.18/sf	Average Asking Rent (NNN):	\$6.32/sf	\$5.85/sf
Vacancy Rate:	2.9%	3.3%	Vacancy Rate:	0.5%	1.4%	Vacancy Rate:	2.9%	3.4%	Vacancy Rate:	4.3%	4.2%
Vacant Space:	53,634 sf	58,267 sf	Vacant Space:	2,147 sf	6,068 sf	Vacant Space:	12,178 sf	14,425 sf	Vacant Space:	39,309 sf	37,774 sf
Leasing (1 yr):	20,848 sf	16,440 sf	Leasing (1 yr):	6,352 sf	5,657 sf	Leasing (1 yr):	14,496 sf	5,604 sf	Leasing (1 yr):	0 sf	5,179 sf
Average Turnover Duration:	17.1 months on mkt.	12.2 months on mkt.	Average Turnover Duration:	19.8 months on mkt.	5.8 months on mkt.	Average Turnover Duration:	5.7 months on mkt.	11.6 months on mkt.	Average Turnover Duration:	40.3 months on mkt.	22.1 months on mkt.

Data: Massachusetts, Middlesex County, September 2014. Licensed by the Town of Arlington from the CoStar Group.. The information in this report is derived from Multiple Listing Systems, as well as information provided by commercial property owners, which is verified and updated by CoStar Group researchers. The Town of Arlington is not responsible for errors or omissions in the data herein.



Town of Arlington, Massachusetts

Update: Economic Development Activities

ATTACHMENTS:

Type		Description
	Backup Material	Econ Development Report



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 – 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Board of Selectmen, Town Manager
FROM: Carol Kowalski, Director
DATE: October 23, 2014
Re: Economic Development update

This memorandum provides a brief overview of the fundamental elements of local economic development and an update to the Board of Selectmen on Economic Development activities of the Department. The vitality and stability of the local economy support the Town's fiscal health and ability to maintain public services and facilities. I offer the overview of elements of economic development to provide context for the update that follows. The memorandum concludes with selected resources on local economic development.

Elements of Local Economic Development

Tax-base creation; tax base diversity (balance of residential and commercial)
Increase in property values
Retention of wealth (keep spending local; attract spending to the local area; local reinvestment)
Reduction of poverty
Job creation
Job retention (matching local employment opportunities to residents' skills)
Economic stability
Economic self-sufficiency
Inter-relationship and balance of above objectives

Assessing and measuring the local economy. 1) use a variety of measures; do not rely on a single metric
2) compare among similar communities, 3) Compare changes over time to sense trends and community change. Business recruitment and retention, downtown revitalization, tourism, and attracting industry matched to local workforce are examples of economic development strategies.

Update on Department of Planning and Community Development activities:

Sign & façade improvement program.
Arlington Business Guide
Econometric database licenses with Co-Star commercial multiple listing service
Department staff assistance on Arlington Center parking study
Economic Development Master Plan Working Paper presentation, April 2014
Encouraging shared workspaces in under-utilized commercial/industrial space, (property owners, entrepreneurs, brokers)
Presented forums for entrepreneurs and property owners/brokers on shared work spaces and business incubators, October 16, 2013 and June 26, 2014

Economic impact study of theatre uses on the two commercial districts (stimulate \$2.5 million spending)
Measuring work-from-home in Arlington (either for an employer or self-employed)
Economic study of construction trades (value of that sector, spending)
Beautification Arlington Center and the Gateways—in progress
Improving Broadway Plaza
Permit stream-lining
Business recruitment and retention
Route 128 Business council
New business pages on Town's website
Coordinate with Chamber of Commerce on October and December holiday events
Meetings with commercial and industrial property owners and brokers
Keeping land zoned for business/industrial available for business/industrial
Master Plan
Connecting with regional efforts to create workplaces tailored to Arlington's entrepreneurs and skills.
Econ Development Planner meets with businesses from Center, Heights, East
Periodic coordination with ATED, Chamber of Commerce, Battle Road Scenic Byway
Support for potential cultural district(s)

Resources:

Business Improvement District case studies, Hyannis, Springfield
http://www.mass.gov/envir/smart_growth_toolkit/pages/mod-bid.html

Downtown Initiative
MA Department of Housing & Community Development
100 Cambridge Street, Boston, MA 02114
617.573.1364
<http://www.mass.gov/hed/community/funding/massachusetts-downtown-initiative-mdi.html>

Community Economic Analysis: A How To Manual. Hustedde, Shaffer, Pulver, 1993. 91 pages
<http://www.epa.gov/greenkit/pdfs/howto.pdf>

Creating an Economic Development Action Plan Lyons and Hamlin, 2001. 208 pages



Town of Arlington, Massachusetts

Discussion: Mt. Pleasant Cemetery Parking & Cut Through Traffic

ATTACHMENTS:

Type		Description
	Cover Memo	Memorandum to Board



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

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Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Mt. Pleasant Cemetery Parking/Cut Through Traffic

Date: October 23, 2014

At the Board's meeting on Monday I would like to prompt a discussion of parking issues on Sachem Avenue in the Mt. Pleasant Cemetery as well as update the Board on the Town's plan regarding an analysis aimed at curbing cut through traffic at the cemetery.

Parking

I would like for the Board to consider additional signage and enforcement of the existing regulations on Sachem Avenue and also to consider possibilities for time limited parking in that area. Following the discussion, I can work with the Cemetery Commission and the Arlington Police Department to determine the best way to implement, manage, and enforce the regulations.

Cut Through Traffic

In response to the concern about excessive cut through traffic at the cemetery, DPW is proposing to have a study performed to help identify the extent of the problem.

DPW is working with a consultant to perform an Origin-Destination study. In summary, the goal of the study will be to evaluate driving patterns and counts during a chosen day to determine if cut through traffic is significant at the cemetery. Several elements are proposed with which will include the following:

- Collection of information to document all traffic entering and exiting the cemetery. Data will be collected during a chosen weekday morning (7:00-9:00am) and afternoon (1:45-6:00pm) peak period.
- Vehicle information will be recorded to determine where each vehicle enters and exits the cemetery and the time it spends in the cemetery. The extended afternoon period of data evaluation is proposed to encompass both school traffic and afternoon commuter traffic.
- The time a vehicle spends in the cemetery will be reviewed to assist in determining if the vehicle was visiting the cemetery or using it as a cut through.

The study will also include recommendations to reduce the level of cut-through traffic if it is found to be excessive.



Town of Arlington, Massachusetts

Request: Wellington Street Referral to TAC

ATTACHMENTS:

Type	Description
 Backup Material	Correspondence with Resident

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
To: "John" <jbith13@gmail.com>
Date: 10/06/2014 08:59 AM
Subject: Re: EMail From John Byrne Re: Traffic On Wellington Street

John,

Thanks for the follow up. The Police Department's traffic unit provided feedback on your request that I have pasted below. Their ultimate recommendation is to issue speed patrols to enforce the speed limit and deter speeding in the area in question. I will ask them to do this immediately.

As you will see, the APD Traffic Unit outlines a number of reasons why they would advise against any permanent changes to turning options or the current two way configuration of the street. They also clarified why a speed limit sign is not appropriate. I apologize for any confusion that I added in this regard.

After review, if you would still like the Transportation Advisory Committee to take a look at this issue, please let me know.

Here is the rest of the response:

-Mr. Byrne states that part of the reason something needs to be done is because he would not allow a child play in the street. As we know, the street is not where children should be playing and changing traffic conditions to allow children to play in the street is against all traffic reasoning.

-There is not enough volume of off-hour traffic on Wellington to allow for a speed limit sign to be posted. Measurements used to make speed limit determinations have to be made during off-peak hours when traffic is flowing freely. I'm not sure if you are going to get at least 100 cars an hour coming down the street at say 8 or 9 p.m. that would justify that this is a representation of how free-flowing traffic is moving. This is why the majority of side-streets fall under the "thickly settled" rule.

-Putting any turn restrictions into or out of Wellington and Pond Lane is not in any way feasible for the Boys and Girls Club (or the residents of those two streets). Parents come from all over to drop their children off at all times of the day and continue on to work. This is an unfair burden on the club and the parents to force them around in different locations, especially when there is no room to turn around at the club after dropping someone off. It will be more dangerous for the parents and kids walking into the club and I think it would be setting us up for many more complaints. Furthermore, will the residents of Wellington agree that they can't make the turn either but rather have to drive all the way around to Pond Lane to get back to Pleasant and vice-versa for the Pond Lane residents?

-Same condition with making it a one-way street. Will someone at the bottom of Wellington (beyond Lombard) want to have to drive all the way around to Pond Lane to get back to Rt. 2? Would someone on the upper end of Pond Lane agree that they should have to drive all the way around to Pleasant if they want to go to East Arlington?

-I'm not sure how many people are actually cutting through there on a regular basis. It's no guarantee to save you any time at rush hour as everything in front of the Boys and Girls Club comes to a standstill with how narrow it is and the amount of drop-off traffic. Furthermore, it's not easy to make a left turn to Pleasant when coming out of Wellington. I come down Pleasant every day during rush hour and always see cars there waiting to make the turn. And it's difficult to make any turn coming out of Pond Lane onto Mass Ave due to sight-line visibility on the eastbound side. It's much worse during rush-hour.

-Pond Lane between the Boys and Girls club and the bridge is a Private Way. So I believe the Town would have no jurisdiction into making it a one-way street.

-Finally, looking to have a speed bump placed at the top of the hill on Wellington really wouldn't do anything if there was truly a speeding problem as the majority of the street would not have any type of traffic calming. And the other end of Pond Lane is extremely short with a blind, sharp turn coming from under the bridge so I'm not sure how many cars are flying through that end of the road.

Again, I am happy to discuss this further if you would like a further review to be performed by TAC.

Thanks,
 Adam W. Chapdelaine
 Town Manager
 Town of Arlington
 730 Massachusetts Avenue

Arlington, MA 02476
(781) 316-3010

-----Original Message-----

From: John <jbith13@gmail.com>
To: achapdelaine@town.arlington.ma.us
Date: Fri, 3 Oct 2014 15:16:49 -0400
Subject: Re: EMail From John Byrne Re: Traffic On Wellington Street

Hi, Adam. I am following up on our phone call on Tuesday, 9/30.
Have you spoken with the police department regarding the traffic on Wellington Street?
John Byrne

On Sep 29, 2014 6:24 PM, "John" <jbith13@gmail.com> wrote:
Andrew:

Nice to meet you this afternoon. Per your request, this email provides you with information regarding my request for a solution that will reduce both traffic volume and speed on Wellington Street, where I live, which runs from Pleasant Street down to Spy Pond.

Wellington Street, which is directly accessed from Pleasant Street, and Pond Lane, which is directly accessed from Mass Ave, form a cut-through route for many people seeking to access either Mass Ave or Route 2, depending on which direction they're traveling. The result is a lot of traffic that's often traveling far too fast. There are several small children who live on Wellington. Additionally, you have the Boys and Girls Club at the bottom of the street, plus several playing fields which attract a lot of children. The volume and speed of traffic makes for a potentially dangerous situation. My niece visited this past weekend and I had to tell her she couldn't ride her bike on our street, as I wasn't comfortable with the number of cars with which she'd have to contend. She's only five and I didn't want to take any chances on her getting into an accident.

The first need is the posting of speed limit signs. I spoke with Arlington Police today who said all side streets, like Wellington, have a speed limit of 30mph. Since that limit should be common knowledge among all drivers, the police said speed limit signs don't have to be posted on side streets. They also mentioned getting a speed limit sign posted is a state issue.

Andrew, you mentioned you would look into the possibility of getting speed limit signs placed on Wellington Street. How long before you will have an answer?

If speed limit signs can't be posted, then I request to have speed bump(s) along Wellington and Pond Lane. This would slow people down but most likely not curb the traffic volume. There are two small speed bumps in front of the Boys and Girls Club. These aren't enough. There needs to be at least one speed bump at the top of the hill on Wellington as you head toward Pleasant. Additionally, there should be another speed bump placed on Pond Lane as you head towards Mass Ave.

In addition to either speed bumps or speed limit signs, I am requesting one of these other options be implemented as well:

1) Make Pond Lane and Wellington Street one way. Traffic can either come from Mass Ave or from Route 2, but not both. My recommendation is have the two streets run one way from Pleasant Street to Mass Ave. In that case, drivers wouldn't be coming up from Pond Lane (past the Boys and Girls Club) and waiting to make the left onto Pleasant Street to get to Route 2. Since this left involves crossing a lane of traffic on Pleasant headed into Arlington Center, it means a longer wait time than someone easily making the right onto Wellington as they head from Route 2 towards Arlington Center. Additionally, Mass Ave is large enough to accommodate those making a left onto Pond Lane so that those behind them aren't stuck waiting. With Pleasant Street having only one lane of traffic each way, the potential for backups is far greater.

2) Ban left turns from Wellington Street onto Pleasant Street and right turns from Pleasant Street onto Wellington during morning and evening commute times. The effective times would be 7am - 10am and 4pm - 7pm, Monday through Friday. Drivers coming from the direction of Route 2 would have to access Mass Ave by taking Pleasant to where it intersects with Mass Ave. That's only another 200 yards or so and as such, would not involve considerable additional time. With this in place, drivers would have to take Mass Ave to Pleasant, rather than cutting through on Pond Lane.

In summation, I am proposing the following:

1) One of the following: Speed limit signs OR speed bumps on Wellington Street and Pond Lane

AND

2) One of the following: Make Wellington Street and Pond Lane one way OR limit turns, as outlined above, during weekday rush hours

I'd love the opportunity to further discuss this issue with you and/or other Arlington officials who can help. With so many cars using Wellington Street and Pond Lane as a short cut, and with so many children on or around those two streets, it's imperative a solution be implemented to both diminish the amount of traffic and the speed at which that traffic is traveling. With less traffic traveling slower, the chances for accidents are greatly diminished. Speed limit signs or speed bumps alone won't be enough and changing traffic patterns alone won't be enough. The best solution is a combination of the two.

Thank you for your consideration, Andrew. Please let me know what else you need from me at this time. I look forward to hearing from you soon regarding next steps.

Sincerely,

John D. Byrne
11 Wellington Street
[646-321-9541](tel:646-321-9541)



Town of Arlington, Massachusetts

Xfinity 3D No Longer Available

ATTACHMENTS:

Type	Description
 Backup Material	Comcast Xfinity 3D notice

Cover received 10/27/14

RECEIVED
SELECTMEN'S OFFICE
JUL 13 11 07 AM '14



October 10, 2014

Board of Selectmen
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02474

Re: Xfinity 3D

Dear Chairman and Members of the Board:

In keeping with our ongoing efforts to provide regular updates regarding our service, I am writing to inform you, effective December 18, 2014, Xfinity 3D will no longer be available.

Please be advised customers are receiving notification, in advance via bill message, of this information.

Should you have any questions, please do not hesitate to contact me at 508-647-1418.

Sincerely,

Frank Foss

Frank Foss, Sr. Manager
Government & Regulatory Affairs



Town of Arlington, Massachusetts

Digital Speeding Device Request for Forest St./ Brand St.

ATTACHMENTS:

Type

Description

Backup Material

C. Gaffny email request Digital Speeding Device -
Be Rec'd

From: corigaffny@hotmail.com
To: smbyrne1987@gmail.com; jcurro@alumni.tufts.edu;
dunster@dandunn.org; greeleycom@aol.com;
dianemahon@verizon.net
Subject: Digital Speeding Device Request
Date: Thu, 9 Oct 2014 07:49:35 -0400

Dear Board of Selectmen,
I presented this last night at the TAC meeting.
Their recommendation was to bring it to your
attention.
My best,
Cori Gaffny

My name is Cori Gaffny. I have lived here for 4
years, 2 ½ years at my current location on Forest
St. Safety is my number one concern as a teacher
and a mom.

I commuted to Reading for three years while the
Forest St project was going on. I saw it every
day, twice a day. The project was finished the
month we moved in. I learned from my neighbors
that the street redesign was intended to slow
people down. I do believe this has been attained
to a certain degree but **it has not been fully
achieved.** To be clear, I am talking about the
section from Park Ave Extension, all the way up to
Washington Street.

The majority of people stay around 35 mph when they
go up and down Forest St. It is a 25 mph zone. I
know this because I am one of these people. For
me, the nature of the hill usually puts me around
35mph, but what works the best is seeing the
digital clock on the top of Forest Street by
Washington Street (going south). This always makes
me conscious of my speed, go slower and abide by
the speed limit.

I think the nature of the road is that people use
it to commute back and forth from Winchester,
Reading, Woburn, like I did. When most people
reach the end of Park Ave Extension, they are so
relieved to reach the end, that they take off.
Literally take off. It takes my breath away when I
see and hear speeds twice the speed limit. I can
hear them from inside my house. This happens
during each commuting block especially (6-9 am and
4-7pm). The motorcycles, landscaping trucks, and
other trucks are the worst offenders. Not to say
that cars aren't because I have seen many cars
going over the speed limit.

When we moved in, there was a temporary speeding system that was put at Brand street for a couple of months. It was very helpful in slowing people down as they turned the corner. Yes, I used to sit and watch it. I remember the average speed being around 37-38mph. There were however, numerous offenders in the 40-50 mph zone.

I catch my breath a few times every day as I see accidents almost happen at the intersection of Park Ave and Forest St. Cars pull out to make a left onto Forest St and someone barrels down the hill, going straight, and almost hits them. This happens numerous times a day. There is definitely a sense of entitlement on this road. Every driver seems to say, "Get out of my way, I need to get _____."

I have brought this to the attention of APD. They have told me they will help patrol the area. However, they have a lot going on and this doesn't address the daily, constant problem of speeding as they are not able to be there every day.

I am asking for a digital speed system at the base of Forest Street, by Brand Street. Ideally, I'd like to see one going North and also one going South. I know these are expensive but I believe they will save lives. I know that I slow down when I see one and other drivers would too. I am also willing to put together a group for fundraising. I know my neighbors would support us in this endeavor. Please see that this is necessary in completing the Forest St. project. It will save lives.

Thank you.

Cori Gaffny

242 Forest St

617-947-6202

corigaffny@hotmail.com



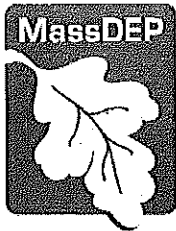
Town of Arlington, Massachusetts

Dept. of Environmental Protection-Grant Award

ATTACHMENTS:

Type	Description
 Backup Material	Commonealth of Mass. letter 10.16.14

Care. Rediv 10/27/14



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

DEVAL L. PATRICK
Governor

MAEVE VALLELY BARTLETT
Secretary

DAVID W. CASH
Commissioner

October 16, 2014

Mr. Steven M. Byrne
Chair, Board of Selectmen
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02474

Dear Mr. Byrne,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Arlington a Sustainable Materials Recovery Program Municipal Grant. The Town of Arlington will receive up to \$1,500 for a Targeted Small Scale Initiative.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The SMRP solicitation, issued April 1, 2014, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. MassDEP received applications from 185 municipalities, regional groups and non-profits. With \$3.8 million in requested funds, the evaluation and award process was extremely competitive.

The terms and conditions of your grant are outlined in the attached document, which contains key dates and deadlines specific to your award. This information has also been provided to the municipal recycling contact copied below. Should you have any questions, please call Tina Klein at (617) 292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

David W. Cash
Commissioner

cc: Ms. Charlotte Milan, Recycling Coordinator



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention
Sustainable Materials Recovery Program

Checklist for Small-Scale Initiatives Grant Award

Instructions:

- Note the following deadlines and requirements for this grant.
- Complete Section 6 of the Grant Agreement (sent to the municipal Recycling Contact) and return a signed original to Emily Martin, MassDEP no later than Feb. 1, 2015.
- Do not expend funds for which you intend to seek grant reimbursement until AFTER a Grant Agreement has been executed.

All funds must be spent and invoices received by MassDEP by June 30, 2015.

STEP ONE: Use of Grant Funds

A copy of the Grant Agreement has been sent to the municipal Recycling Contact copied on the enclosed award letter. Section 6 of the Grant Agreement requests information on how your municipality intends to spend its Small Scale Initiative grant funds. Please select one of the two options listed in the Grant Agreement by checking the appropriate box. If you select the second option, you must contact Emily Martin (contact info below) to obtain approval for the proposed use of funds, prior to returning the Grant Agreement.

STEP TWO: Grant Agreement

The Grant Agreement must be signed by one of the individuals listed on page 1 of the Authorized Signatory Listing form, which your municipality filed with MassDEP. For reference, a copy of your Authorized Signatory Listing has been sent to the municipal Recycling Contact. The signed original Grant Agreement must be returned to the address listed below no later than February 1, 2015.

Contact Emily Martin with any questions: 617-348-4004 or Emily.Martin@state.ma.us

Return completed documents to:

Emily Martin
MassDEP, Consumer Programs
One Winter Street, 7th Floor
Boston, MA 02108